

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET, P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

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ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair
Richard Schadewald, John Vander Leest, Keith Deneys

ADMINISTRATION COMMITTEE

Wednesday, December 5, 2018

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of Special October 31st, October 10th Regular and Budget and Special November 15, 2018.

1. Review minutes of:
 - a. Housing Authority September 24 and October 15, 2018.

Comments from the Public

Communications

2. Communication from Supervisor Hoyer re: Review and possibly update the medical/disability/leave policies for county employees as they go through the organ donation and recovery program. *Motion to forward to Administration for research on what other counties were doing and feedback from Administration about what implications and consequences were for this policy and report back at the next Administration Committee meeting.*
3. Communication from Supervisor Lefebvre re: The Brown County Board needs to do a five year plan regarding budgets. The County needs to set and prioritize which department needs more attention (money and staff) – 1 to 10 (department ranked) on this need. This way we will know what department needs will be in the future with department moving up and down on the scale. *Referred from October 17th County Board.*
4. Communication from Supervisor Van Dyck re: Request that the Human Resources Department hold a series of paid informational meetings during employees normal work hours at each of the major county facilities in order to review changes made to the benefits programs and to answer any questions employees may have regarding these benefits. *Referred from October 31st County Board.*
5. Communication from Supervisor Van Dyck re: Request that the oversight committee for the Corporation Counsel be changed from the Administration Committee to the Executive Committee effective January 1, 2019. *Referred from October 31st County Board.*
6. Communication from Supervisor Van Dyck re: Request that Technology Services make it a priority to fix the audio equipment in Room 200. *Referred from October 31st County Board.*
7. Communication from Supervisor Schadewald re: I request the Administration Committee to review all county ordinances and/or resolutions concerning how we manage, record and conduct business at all our county meetings. *Held until next Administration Committee meeting.*

County Clerk

8. Budget Status Financial Report for September and October 2018 – Unaudited.
9. Budget Adjustment Request (18-126): Reallocation between two or more departments, regardless of amount.
10. Budget Adjustment Request (18-127): Reallocation between two or more departments, regardless of amount.

Child Support

11. Budget Status Financial Report for October 2018 – Unaudited.
12. Departmental Opening Summary.
13. Director Summary.

Technology Services

14. Budget Status Financial Report for October 2018 – Unaudited.
15. Technology Services Monthly Report.

Treasurer

16. Budget Status Financial Report for October 2018 – Unaudited.
17. Budget Adjustment Request (18-133): Any increase in expenses with an offsetting increase in revenue.
18. Discussion and possible action on the sale of the following tax deed parcel (review of any Realtor received offers as of December 4, 2018 to be presented to Supervisors at meeting):
*Parcel 5-1707 at 1338 Bond St. 54303 in the City of Green Bay – Best Offer(s) \$??
19. Discussion and possible action on the sale of the following tax deed parcel (Auction # 18986-10 results of November 30, 2018 to be passed out to Supervisors at meeting):
*Parcel 6H-1223-2 2535 West Point Road 54304 in the City of Green Bay – High Bid \$??
20. Discussion and possible action on the sale of the following tax deed parcels (Auction # 18998 results of December 4, 2018 to be passed out to Supervisors at meeting):
*Parcel 20-44-37 at 1233 Reber St. in the City of Green Bay – High Bid \$??
*Parcel HB-250-1-2-1 off of S. Overland Road in the Village of Hobart – High Bid \$??
*Parcel SU-2496 on Luxury Drive in the Village of Suamico – High Bid \$??
21. Discussion and possible action on the transfer of the following tax deed parcel to another Dept. within Brown County: Parcel HB-347-A Orlando Drive CTH EE.
22. Treasurer's Report.

Corporation Counsel

23. Budget Status Financial Report for October 2018 - Unaudited.
24. Oral Corporation Counsel Report.

Administration

25. Budget Status Financial Report for October 2018 - Unaudited.
26. Budget Status Report (Over/Under Report).
27. Budget Adjustment Log.
28. Director's Report.

Human Resources

29. Director's report

Closed Session:

30. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding obtaining property for downtown parking.

31. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding obtaining property for downtown parking.
32. Reconvene into Open Session: The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding obtaining property for downtown parking.

Other

33. Audit of bills.
34. Such other matters as authorized by law.
30. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a special meeting of the Brown County Administration Committee was held on Wednesday, October 31, 2018 in Room 210, City Hall, 100 North Jefferson St, Green Bay, WI

Present: Chair Sieber, Vice Chair Kneiszel, Supervisor Vander Leest, Supervisor Schadewald, Supervisor Deneys
Also Present: Finance Manager Bradley Klingsporn, Director of Administration Chad Weininger, Supervisor Borchardt, Planning Director Chuck Lamine, Chief Deputy Todd Delain

I. Call to Order:

The meeting was called to order by Chair Sieber at 8:45 am.

II. Approve/Modify Agenda.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

Late Addition/Budget Adjustment Requests

1. Budget Adjustment Request (18-114): Reallocation between two or more departments, regardless of amount (Sheriff).

The Sheriff's Office requests use of contingency funds in 2018 for three outlay uses. First, two weapons/contraband detectors for the Jail for \$26,000. Second, installation of two recreational enclosures at the Jail for \$13,000 and third, the purchase of one late-model used vehicle for \$15,500 for the Sheriff's fleet tentatively designated for Jail use.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

2. Budget Adjustment Request (18-118): Reallocation between two or more departments, regardless of amount (Planning & Land Services).

The Planning and Land Services Department requests use of contingency funds in 2018 for outlay of \$21,886.50 (vehicle \$21,592, delivery \$100, and title \$184.50) to replace a non-operable 2001 Chevrolet Blazer with a 2019 Ford Escape. The 2001 Chevrolet Blazer to be replaced has a blue book value of less than \$1,000 and has needed repairs estimated at \$2,000 to get it operable. Due to age and condition of the Blazer it is anticipated that significant future repairs will be needed. The vehicle is needed for field work, administration of various planning programs as well as for travel to in-state meetings and conferences.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Other

3. Such other matters as authorized by law. None.

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4. **Adjourn.**

Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to adjourn at 8:50 am. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

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PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a budget/regular meeting of the **Brown County Administration Committee** was held on Wednesday, October 10, 2018 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Sieber, Supervisor Schadewald, Supervisor Kneiszel, Supervisor Vander Leest
Also Present: Treasurer Paul Zeller, Child Support Director Maria Lasecki, County Clerk Sandy Juno, Corporation Counsel David Hemery, Director of Administration Chad Weininger, Technology Services Director August Neverman; Supervisors Lund, Van Dyck, Hoyer, Tran, Brusky, Landwehr; Executive Troy Streckenbach, Interim HR Director Bree Madison, Internal Auditor Dan Process, Finance Director Bradley Klingsporn, Senior Accountant – Budget Coordinator David Diedrick, Benefits Manager Jill Bomkamp and other interested parties

I. Call to Order:

The meeting was called to order by Chairman Tom Sieber at 5:00 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of September 5 and Special September 19, 2018.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

****NON-BUDGET ITEMS****

Comments from the Public on Non-Budget Items None.

1. Review minutes of:

a. Housing Authority of August 20, 2018.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications

2. Communication from Supervisor Sieber re: Request Department of Administration to compile a list and amount of unfunded or underfunded mandates imposed by the state on Brown County for the budget meeting. *Referred from September County Board.*

Weininger informed they were still putting this together. Rough estimate was \$14-\$17 million dollars however he hasn't been able to fully verify it. Sieber asked that they provide a draft list for the budget meeting.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. Communication from Supervisor Schadewald re: I request the Administration Committee to review all county ordinances and/or resolutions concerning how we manage, record and conduct business at all our county meetings. *Referred from September County Board.*

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to hold until the next Administration Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Communication from Supervisor Hoyer re: Review and possibly update the medical/disability/leave policies for county employees as they go through the organ donation and recovery process.

Supervisor Hoyer was questioned about what the county's policy was when it came to someone who donated an organ. Would it be or could it be any different from a normal medical leave policy or FMLA. Hoyer was following up with was to do what the City of Green Bay had done and the State of Wisconsin had done for their employees (handouts provided and attached). In order to encourage organ donation they had allowed those people going through the organ donation process to make it a paid leave. How that impacted, they could explore that idea.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Scott Asplund - 307 S. Adams St., Green Bay
Mr. Asplund stated the following:

My name is Scott Asplund, I have been a police officer for over 23 years, and of that, 18 + years with City of Green Bay. I have lived in Brown County for over 20 years. I want to thank you for taking some time and for letting me speak for a few minutes. Specifically I would like to thank Erik Hoyer for his time in assisting me with this process to get to this point.

It started in January when I became aware that my wife's cousin, Carina, was in great need of a kidney. The primary person in her family that had planned on donating was not medically able to donate so she was left with no donor lined up. She was entering stage 5 kidney failure, which meant she would be getting dialysis done on a routine basis. Her family has a hereditary condition called polycystic kidney disease. My wife's father, Dennis, had already donated his kidney to Carina's mother and she has lived for 22 years because of that donation and is going strong. Back in January other family members and I started the process to donate a kidney. Other family members did not qualify because of various reasons and I was the only one able to donate to Carina. The process to donate a kidney starts with an online form, later providing multiple blood samples. It ended with a three-day very thorough medical evaluation that was done in Rochester Minnesota at the Mayo Clinic.

In June of this year I donated a kidney to Carina, and I am pleased to report that she is now doing very well. She had been suffering for approximately 9 years getting worse as the time went on. Because of the nature of the disease in Carina's family, it's likely many more members will at some point need a kidney donation.

I'm here today to ask you to adopt a new county policy that can provide paid time off for employees to donate. Besides the three days for the medical evaluation at Rochester, I was there for about 6 days for the surgery. For approximately 6 weeks I was on restricted status while I recovered, and returned to regular duty in August. I will be returning later this month for another two days follow-up evaluation.

There is both a financial and medical impact that affects the donor. By having the county help provide paid days off, the donor would not be forced to use their sick/vacation time or to go without pay. I speak on behalf of the 115,000 people waiting for an organ transplant asking you to

please consider this change in policy. In Wisconsin alone there are almost 2,000 people waiting for at least one organ. Many of these people will die while waiting.

Currently the State of Wisconsin has an organ donation policy that applies to all state employees. I would hope that Brown County could be a model for all other counties in the state and start something similar. Recently the City of Green Bay adopted a policy that provides benefits to employees if they donate an organ. If this policy change could save one life it would be worth it. I know you currently spend millions of dollars on public safety funding or public health funding, but this is another area where minimal money spent can have a tangible effect and save a life. Only money already budgeted for salaries would be paid out.

In Wisconsin there are three places I'm aware of that performs organ transplants and they are Froedtert, St Luke's and University of Wisconsin. I received information back from St. Luke's and was told that they did a total of 23 organ transplants this year and of the 23 only 12 were living donors. So if you are wondering how much this could potentially cost the county, the chances of having an employee that would donate are fairly rare, but should an employee step up to the plate they will not have to worry about their pay when consider donating. I was lucky and used my vacation to take time off, but not everyone has that option.

I have handed each of you three different items for you to reference. One document is the state policy for its employees; another is the recently adopted policy of the City of Green Bay. Lastly the third multi-page document is a state by state list of different living donor laws. I really could have went on and on about this further. I can tell you that as I sat with a lot of patients and donors during my journey to donate, I feel it's the least I can do is to stand in front of the county board where I live and ask for some help with this problem. By my staying at home and not standing here right now & asking for help I feel I would be letting the 2,000 people in the State of Wisconsin down. Thank you for your time and consideration in this matter. If anyone has a question I'll do my best to answer them.

Kneiszel questioned how many days Asplund missed at work. Asplund stated as a police officer he had different work restrictions. By four weeks he was cleared to work on a light duty status. At six weeks he got the medical clearance to return to work. He used vacation and the time he earned up.

Hoyer informed there were other options where people could donate their sick time but he didn't want to have to get to that.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Van Dyck stated, to the speakers point, the possibility of this happening was pretty narrow so the financial impacts may not be a huge deal. This seemed to be pretty standard as far as what others were doing and suggested not taking too much time recreating the wheel.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to forward to Administration for research on what other counties were doing and feedback from Administration about what implications and consequences were for this policy and report back at the next Administration Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions & Ordinances

5. **Resolution Approving Changes to the Brown County Health Insurance Plan During the 2019 Calendar Year.**

Siebert requested numbers be placed in the Executive Committee packet.

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to forward to the Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **An Ordinance to Amend Chapter 2 (County Board of Supervisors) of the Brown County Code of Ordinances by Amending Section 2.06(3) (Regarding In Rem Sales).**

Corporation Counsel David Hemery informed that the Administration Committee was tasked with reviewing policy matters relating to the acquisition of sale of tax all properties and then they report to the County Board. They were asking the full County Board delegate the authority to sell the property to the Administration Committee so properties may be sold immediately rather than wait for the next County Board meeting to occur. Timing was important and there was great incentive to turn properties over quickly. The Treasurer had issues with timing in the past. Another issue was a reconsideration issue. This provided certainty to the Treasurer and any potential buyers out there.

Sieber questioned if they could exempt reconsideration? Hemery believed this applied to the County Board members reconsidering County Board issues and not standing committees, but he would double check prior to the County Board meeting.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

7. **Budget Status Financial Report for August 2018.**

TS Director August Neverman pointed out there had been questions in the past regarding the desktop budget, a rolling budget where they take 1/5th of the cost of a computer and charge departments back to replace that. Periodically they will have a negative balance but also other fiscals they will have a positive balance. This particular year they were below. They buy brand new with 3-year warranties and the last 2-years they do self-maintenance.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **Technology Services Monthly Report.**

Neverman informed he provided the demo pages for the webpage with the money they approved in the packet. It will be a full year project but they were making some progress.

With regard to Granicus, Neverman was looking for direction on how to move forward. It was the consensus of the committee to get more information/firmer numbers with regard to Items 4, 5 and 6. They would also like quotes for services such as closed captioning and transcription. Discussions ensued with regard to monies once they knew what was needed and had the real numbers, whose budget would it come from and the impacts. Van Dyck questioned if the board office could change policies with how stuff was done to find some savings. Comments were made about potentially finding savings during the budget process to help fund. Kneiszel would like ballpark numbers prior to the budget meeting as he would like to implement this soon as possible, Neverman stated he could get estimates. Neverman respectfully suggested putting it under the County Board budget and briefly explained

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

9. **Budget Status Financial Report for August 2018.**

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Departmental Openings Summary.

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Director Summary.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

12. Discussion and possible action on the sale of the following tax deed parcel (Auction results of October 9, 2018 to be passed out to Supervisors at meeting):
Parcel 6-305-B Behind 1406 Ridge Road 54304 in the City of Green Bay – High Bid \$??

Handouts provided (attached).

Motion made by Supervisor, seconded by Supervisor to award property 6-305-B for a sum of \$630 to Aaron Dennis. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Discussion and possible action on the sale of the following tax deed parcel (Realtor accepted offers as of October 10, 2018 to be passed out to Supervisors at meeting):
Parcel HB-2830 at 1451 Navigator Way DePere, WI 54115 in the Village of Hobart – High Offer \$??

Handouts provided (attached).

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve sale of property to Candice G Lee and Eric M Lee for the purchase price of \$255,000. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

14. Budget Status Financial Report for September 2018.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Corporation Counsel's Report.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration & Human Resources

16. Budget Adjustment Request (18-105) Reallocation between two or more departments, regardless of amount.

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Update and information regarding options that were stricken in September of 2018 from the *Resolution Approving Health Insurance Plan Related Changes During the 2018 Calendar Year*.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Human Resources Report.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Director of Administration's Report.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Late Addition/Budget Adjustment Request

19a. Budget Adjustment Request (18-112): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

20. Audit of bills.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to acknowledge the receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Such other matters as authorized by law. Next meeting date, Dec 5th @ 5:30pm

22. Adjourn.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to adjourn at 8:12 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein

Transcriptionist – Administrative Coordinator

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a budget meeting of the **Brown County Administration Committee** was held on Wednesday, October 10, 2018 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Sieber, Supervisor Schadewald, Supervisor Kneiszel, Supervisor Vander Leest
Also Present: Treasurer Paul Zeller, Child Support Director Maria Lasecki, County Clerk Sandy Juno, Corporation Counsel David Hemery, Director of Administration Chad Weininger, Technology Services Director August Neverman; Supervisors Lund, Van Dyck, Hoyer, Tran, Brusky, Landwehr; Executive Troy Streckenbach, Interim HR Director Bree Madison, Internal Auditor Dan Process, Finance Director Bradley Klingsporn, Senior Accountant – Budget Coordinator David Diedrick, Benefits Manager Jill Bomkamp and other interested parties

I. Call to Order:

The meeting was called to order by Chairman Tom Sieber at 5:00 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of September 5 and Special September 19, 2018.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

****BUDGET REVIEW****

Comments from the Public on Budget Items None.

REVIEW OF 2019 DEPARTMENT BUDGET

1. COUNTY TREASURER – Review of 2019 Department Budget.

Treasurer Zeller referred to Page 66 in the budget book and spoke to the revenues. He informed that he was proposing to bring to the county budget over and above their expenses. There was an additional \$487,558 projected of departmental expenses for 2019 over 2018.

A significant improvement for 2019 was on Interest (on investments). The yield on the investments that they could purchase was increasing. The Federal Reserve was on a path to continue to raise interest rates, the government will have to pay a higher interest rate on bonds that they sell into the market and that directly had and will continue to impact and improve the interest they collected on investments. That led to Unrealized Gain or Loss – Interest, the affect that it had on their portfolio, of what they owned, was negative. If they were going to project interest rate increases into the 2019 budget year he also had to account for the impact it was going to have on the value of their current holdings, their bonds. As a rule they hold their bonds to maturity and don't sell. If they did have to sell, he had to account for the loss they would take upon sale, that's reflected in the -\$300,000.

The Gain or Loss on Sale – Tax Deeds had been up and down every year but it had been consistently positive the last four years.

The largest increase in expenses was bank fees.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve the Treasurer's budget. Vote taken. **MOTION CARRIED UNANIMOUSLY**

2. **CHILD SUPPORT – Review of 2019 Department Budget.**

Page 29 of the budget book.

Child Support Director Maria Lasecki spoke to her Budget Highlights contained in the agenda packet:

- Reduction in Federal/State Grant Funding Due to Ending of the Federal Demonstration Project.
- Inability to Recover Birth Costs in Intact Families.
- Improvement in Outreach & Communication.
- Exploration of Criminal Non-Support.
- Overall Staff Levels.
- Table of Organization Changes.

a. **Resolution Regarding the Deletion of the Child Support Specialist-Enforcement in the Child Support Department Table of Organization.**

The Department of Child Support had requested the deletion of a Child Support Specialist-Enforcement position in their department due to decrease in grant funding.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

b. **Resolution Regarding the Addition of a Child Support Specialist-Employment within the Child Support Department Table of Organization.**

The Department of Child Support had requested an additional Child Support Specialist position to provide employment services within their department. This does not replace the position they were deleting. They were bringing a contract in-house that performed the service right now for them at a lesser amount than the amount of the grant that they were getting. That money will be used to support this.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to approve the Child Support budget. Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. **COUNTY CLERK – Review of 2019 Department Budget.**

Page 35 of the budget book.

County Clerk Sandy Juno informed that their budget was one where there was a difference between odd number and even number of years. As they were proceeding into 2019 there was a number of areas where revenue was decreasing as well as expenses and it was typically in advertising and intergovernmental revenue, which was pretty normal for her budget. This year they had six elections and their budget was going fine without having to make any adjustments. She noted they did have to purchase additional supplies. They were fortunate to have the federal government increase their fee for passports.

a. **Resolution Regarding an Increase to LTE Election Help-Canvasser Wages for the County Clerk's Department Table of Organization.**

Juno informed the canvassers, who come in and do an audit on the election following each

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election, haven't had an increase since 2002 and were highly underpaid. Even with the increase they will still be underpaid compared to other counties.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve the County Clerk budget. Vote taken. MOTION CARRIED UNANIMOUSLY

4. CORPORATION COUNSEL – Review of 2019 Department Budget.

Page 40 of the budget book.

Corporation Counsel David Hemery informed his budget had gone down. Out of the \$600,000+ budget, over \$500,000 was staff cost.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to take Items 5 and 5a after 7. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to suspend the rules to take Non-Budget Item 5 and with Budget Items 6a & b. Vote taken. MOTION CARRIED UNANIMOUSLY

5. TECHNOLOGY SERVICES – Review of 2019 Department Budget.

Page 51 of the budget book.

Responding to Sieber, TS Director August Neverman informed that the additional \$100,000 of Contracted Services in 2018 verses 2017 was the security contract with the federal agency, which was actually \$150,000. The comparable costs were to hire 4-5 FTEs and \$130,000 in software annually and it was a no-brainer cost wise to pay the \$150,000 vs close to a million dollars.

The position they were cutting was really cut last December but the paperwork had not gone through so it was not removed from the budget. They were static budget wise from an FTE count.

a. Resolution Regarding a Change to the Department of Technology Services Table of Organization – Enterprise System Analyst II.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve the Technology Services budget. Vote taken. MOTION CARRIED UNANIMOUSLY

6. HUMAN RESOURCES – Review of 2019 Department Budget.

Page 45 of the budget book.

Director of Administration Chad Weininger informed the biggest change for HR was in regard to the resolution relating to the Table of Organization Change, working with Admin to merge departments so it functions at a higher level and focusing on continued improvements. He briefly spoke to the Initiatives in the budget book. He noted the only major change in the budget was the decrease in personnel costs. It was pretty much a standard budget.

a. Resolution Establishing the Salary of the Brown County Executive (An Elected Official).

Weininger informed there was a 2.25% set aside in General Revenues, in the General Revenues they still had funds set aside from the HR/Admin T.O. reorg, which was roughly \$69,000. Schadewald would propose the 2.25% increase which they had for all of the other employees in 2019. Supervisor Lund stated when you look at Brown County and the population, the County Executive was the third lowest at that level and department heads were making \$100,000 a year. If they did the 2.25% for each year, the County Executive will be making over \$100,000 at the end of the term. Kneiszel questioned if they could get a history of the annual increases for the other County Executives.

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to increase the County Executive's salary by 2.25% each year resulting in approximately \$93,779 for 2019; \$95,889 for 2020; \$98,046 for 2021; and \$100,252 for 2022. Vote taken. MOTION CARRIED UNANIMOUSLY

b. Resolution Authorizing Use of General Fund for Employee Wage Adjustments.

Weininger informed these were levy dollars budgeted for 2.25% wage increase, the amount set by the Wisconsin Employer Relations Commission. They'd like a to provide a 2.25% for all non-union full time Brown County employees who had received a satisfactory performance at year end who had not been redlined, which was above the comp and class, making more than they should be. Right now if people were outside of the range, it basically kept them frozen until they got caught up into the range. Based off PayScale numbers and looking at comparable counties, Brown County had just as many people that were underpaid as there were overpaid. There were about 200 employees that will be red circled, way above market, and around 200 that had to be brought up. What he'd like to do was instead of not providing that base salary increase they could allow for a cost of living adjustment (COLA) increase. He'd like the flexibility to look at that and may propose at the Executive Committee meeting. He noted that they will be doing management training on performance evaluations and standards. Something they had to develop as an organization.

In regard to redline, Van Dyck stated a couple years ago he wasn't going to support another cross the board wage increase. He wasn't sure why they didn't tier the increase, like done in the past, a 1%, 2%, or 3% increase to get people inline. Weininger responded that they had a bunch of union folks stating it was not being fairly implemented and that was the reason they were doing a 2.25% COLA to keep people whole. They needed to have continuity in wage increases.

Schadewald stated that wages and salaries for a majority of county employees up until recent times was a negotiated item so he applauded what they were doing right now. The County Board was trying to look with Administration at market value, trying to get things back to an even keel. They had to take the position of they were only budgeting for one year. He was glad they were doing it more on market, analytics of wages and the job descriptions. If they were at the levy now and they don't get a certain amount of growth, they can't offer any wage increase. Reorganization, looking at employees and job descriptions, was going to be the job for county board members for the next 12-15 years unless levy limits go away.

Lund noted that if they did bonuses they were at a higher tax rate. It didn't go on your bottom line of your wages. However he didn't know if bonuses were the best idea for this either.

Weininger informed the funds that were going to be saved through the redlining would be used to help out with the comp and class; free up dollars to help adjust other people that may be lower. The 2.25% raise was roughly about \$1.18 million of levy dollars and a mixture of other funds to cover.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to recommend to the Executive Committee for approval. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions & Ordinances

***5. Resolution Approving Changes to the Brown County Health Insurance Plan During the 2019 Calendar Year.**

Weininger informed there was a previous resolution that went before the committee, since then they had a new benefit broker come in which required them to make changes. They came up with a different proposal to address concerns. Further explanation was provided in the resolution; Weininger briefly went over the changes being made.

Sieber requested that the numbers be placed in the Executive Committee packet so they knew what the real dollar impact to employees would be.

Schadewald stated this was the reality of what they had to deal with with insurance because they keep trying to keep what they had but it was unaffordable and not sustainable in the long run. They will have to make changes this year, they did last year and there will be more the following year. The cost of health insurance, what the people had to bear was a national, state and local issue. It was better to bite the bullet each year than get chewed up down the road so he was all for the changes that helped get their self-funding back on a little keel. It was all cost benefit analysis and the County Board had to do a lot of hard decisions.

Weininger informed that 22 people in the county were at standard that took the health insurance. Finance Director Bradley Klingsporn ran the salaries of a standard family to see the actual effect; the lowest paid employee getting a 2.25% increase less the increase in their annual premium would see a net increase of \$36; that was the worst case scenario. The best person in that category would still see a net increase of \$1,086. Weininger informed they were at levy limits, last year the fund net equity other than restricted that they had to keep of employee money, they were negative over a half a million dollars so they had to make these changes and there weren't a lot of good solutions unless they wanted to cut services, people or programs. Lund felt they were still offering the employee a very good benefit versus the private sector. He felt they were reasonable changes considering the alternative.

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to forward to the Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve the Human Resources budget. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in proper format, Item 5 was taken at this time.

7. DEPT. OF ADMINISTRATION – Review of 2019 Department Budget.

Page 25 of the budget book.

Director of Administration Chad Weininger informed it was a status quo budget; other than they will be working on processes and efficiencies within their department. He briefly went over initiatives in the budget book.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve the Dept. of Administration budget. Vote taken. MOTION CARRIED UNANIMOUSLY

Year 2019 Non-Division Budgets Review

8. Capital Projects.

Page 259 – Weininger informed their 5-year Capital Plan was all laid out 5-years in advance and approved through the CIP. Page 264 was the 2019 Proposed Sales Tax which highlighted areas fair and relevant to the folks who voted on it and wanted to keep track of it.

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Motion made by Supervisor Kneiszel, seconded by Supervisor Schadewald to suspend the rules to take Items 8, 9 & 10 together. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Debt Service.

Weininger referred to page 304, Outstanding Debt Limit, and informed he would be at Executive Committee inserting a change out showing what the reduction in debt service payments would be moving forward.

Page 311 – They were losing the General Property Taxes but were picking it up in Intergovernmental Proceeds, a cost shift. The Intergovernmental Charges were the service agreement for Oneida. With the closing of the pulliam plant, they will be losing the Shared Revenue Utility. They had five years to make them whole and there will be a step down. Expenses – They had the Comp and Class broken out, which was roughly \$1 million and the General Wages for the 2.25% at \$1.2 million. They had to increase Casualty Pay; the amount they paid employees for the non-uses of casual days at the end of year, they had been running short. Contributions - There was \$10,000 in for the next US Census, a one-time expense. The Transfer Out covered a portion of the Georgia Pacific appeal with the state to reset their property taxes. It also included increase in Casualty and a half a million dollars for health insurance which will be transferred out to the Health Insurance Fund.

Page 313 – Casualty Insurance had been going up and they were taking a more aggressive approach and will be looking at it closer.

Page 314 was the Room Tax money.

Page 315 - They were changing short term and long term disability.

Page 320 was Health & Dental. Workers comp they were fine with. Most of these funds good other than the ones he already highlighted in past conversations. Over the last two budget cycles they were in much better fiscal shape moving forward and hopefully next year will be easier.

10. Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to forward to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

11. Audit of bills.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to acknowledge the receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Such other matters as authorized by law. Next meeting to be held December 5, 2018 @ 5:30pm

13. Adjourn.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to adjourn at 8:12 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Administrative Coordinator

**PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a special meeting of the Brown County Administration Committee was held on Thursday, November 15, 2018 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, WI.

Present: Chair Sieber, Supervisor Deneys, Supervisor Schadewald, Supervisor Kneiszel
Excused: Supervisor Vander Leest
Also Present: Treasurer Paul Zeller, Corporation Counsel Dave Hemery, Jason Gerhard

I. Call to Order:

The meeting was called to order by Chair Sieber at 4:00 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

Treasurer

1. Discussion and Possible Action RE: Amending the Sale terms of Brown County owned Parcel HB-2830 at 1451 Navigator Way.

Treasurer Paul Zeller thanked the Committee for holding this special meeting. He informed the necessity of the meeting is based on the sale process of property at 1451 Navigator Way. As the buyer proceeded with applying for and obtaining a mortgage, an appraisal was done and that appraisal did not come in at the offer amount and that would prohibit the buyer from obtaining a VA mortgage for the \$255,000 offer amount. An amended offer of \$251,000 was then made.

Realtor Jason Gerhard said the addendum in the offer states that if the appraisal comes back lower than the offer price, they would accompany that with an amendment to change the purchase price to match the appraisal and then there would be a time limit to respond. Because of this meeting, the terms of the response time were modified, but it is the intent to change the offer from the \$255,000 to the \$251,000 to match the appraisal. The language in the contingency says if that is not done, there is a right to rescission. Gerhard said the risk is having the buyers walk away and have to reintroduce the property to the market.

Zeller said he forwarded the amendment to Corporation Counsel for Dave Hemery to review. Based on the fact that this property received only one offer, this is essentially the backup offer on the sale. Hemery said approving the sale at \$251,000 would not be problematic.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve the sale in the amount of \$251,000. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Other

4. Such other matters as authorized by law. None.

5. Adjourn.

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to adjourn at 4:14 pm.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, September 24, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Corday Goddard – Chair, Tom Diedrick – Vice Chair, Ann Hartman, and John Fenner

ABSENT: Sup. Andy Nicholson

OTHERS PRESENT: Cheryl Renier-Wigg, Stephanie Schmutzer, Nate Tease, Pat Leifker, Matt Roberts, Erin Evosevich and David Pietenpol

APPROVAL OF MINUTES:

1. Approval of the minutes from the August 20, 2018, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by A. Hartman to approve the minutes. Motion carried.

COMMUNICATIONS:

2. Letter from Greater Green Bay Habitat for Humanity dated August 23, 2018, thanking the BCHA for the financial contribution.

C. Renier-Wigg stated this is a thank you regarding the Western Avenue project.

3. Letter from HUD dated August 30, 2018, regarding increase in HCV Administrative Fee Proration

S. Schmutzer stated that the proration is going to 80 percent up from the 76 percent, which is equivalent to \$6,000 more a month for August, September and October.

A motion was made by A. Hartman, seconded by T. Diedrick to receive and place on file.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

A Preliminary Applications

For the Month of August, there were 164 applications.

B. Unit Count

The unit count for August was 2, 836

C. Housing Assistance Payments Expenses

The August HAP expenses totaled \$1,303,050.

D. Housing Quality Standard Inspection

Of 244 inspections conducted for August, 244 passed initial inspection, 54 passed reinspection, 91 failed and there were 21 no shows.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

In August, there were 355 port outs with an associated HAP payment expense of \$328,807. ICS was overspent by \$21,250.47 and FSS underspent by \$230.91.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

There were 69 active FSS participants; with 47 participants in level one, 13 participants in level two, two participants in level three and seven participants in level four. There were two new contracts, one graduate, 35 active escrow accounts and 46 homeowners.

G. VASH Reports (new VASH and active VASH)

There were zero new VASH clients for August, for a total of 29 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

There was one new investigation opened with 18 active investigations and one closed. There were 123 new applications, which all were approved. The breakdown of fraud investigations by municipality is as follows: Green Bay 79 percent, De Pere at 16 percent and Oneida at five percent. Applications by Municipality are as follows Green Bay, Howard, followed by De Pere.

OLD BUSINESS:

5. Consideration with possible action to amend Chapter 4 (Waiting List and Tenant Selection) of Administrative Plan to provide a Move On Strategy preference.

C. Renier-Wigg stated that R. Hallet added an informational sheet regarding homelessness. This is part of the Move On Strategy that HUD is asking PHAs to start using in their Continuum of Care (COC). Erin Evosevich, from NEWCAP, was present to share more information. C. Renier-Wigg clarified with E. Evosevich that the program is for those who need services and housing, which the program NEWCAP runs and are chronically homeless. They then move on to a standard HCV voucher and graduate out of the system. In order for the CoC to work individuals need to be moved into the second level and moved forward. They currently have to wait in the system due the way the preferences are set up. The request is to change how the preferences are set and allow these individuals be set at a higher preference. The first preference is for those who are involuntarily displaced; the second preference is for elderly, disabled, veterans and the homeless with children; the third preference is for residents with minor children who don't meet any of the above and the fourth preference is for individuals who are not displaced, homeless, and don't meet any of the above. The request is to add these five vouchers after the first preference and move the rest down one ranking.

C. Goddard stated that these individuals have proven they are ready to move to the next step because they have been in contact with supportive services and are ready to be successful in this next step.

E. Evosevich stated chronic homelessness is where you have been homeless for 12 months continuously in a row or 12 months within three years. Once they are ready to move forward and move forward, they can then take in additional individuals off the street and get them into housing.

A. Hartman asked how many people they currently have in the program. E. Evosevich stated they currently have 45 individuals. A. Hartman asked if they were in a homeless shelter. E. Evosevich stated no, they are currently renting in rental units they sublease from landlords. C. Renier-Wigg asked how many individuals are ready to move on to the next step. E. Evosevich stated that they have about three or four. C. Renier-Wigg verified with E. Evosevich that they would generally not have more than five. E. Evosevich stated that was correct.

C. Goddard asked the Authority what other questions they might have about the program or if they are ready to vote. T. Diedrick stated that if they approve this, is there any other potential agencies that would be doing the same thing as they were, maybe down the road. E. Evosevich stated that currently Newcap is the only PSH (Permanent Supportive Housing) program providing vouchers. However, other agencies could apply but they would need to go through an application process through WI Balance of State.

T. Diedrick stated that he brings this up because if they approve this, is it specifically for Newcap or could any public agency apply for the vouchers.

C. Renier-Wigg stated they can take Newcap's name off the preference which would allow for any public agency to provide PSH. P. Leifker stated that the five vouchers would not be an issue as the pull approximately 50-75 people off the waiting list a month.

A. Hartman asked if this will change the number of vouchers they have or are using. P. Leifker stated no and that they are just giving the potential of five vouchers the preference over other individuals they are pulling off the list.

C. Goddard asked C. Renier-Wigg what the correct wording would be for the preference. C. Renier-Wigg stated that they would take out Newcap and add something to the *effect by an agency that provided PSH*. T. Diedrick asked if they word certified should be included. E. Evosevich stated that maybe it should state the WI Balance of State funded program. C. Renier-Wigg gave the example of what if Newcap changed ownership and now has a new name; the Administrative Plan would have to be changed again.

An approved supportive agency is what was agreed upon for word changing. The Newcap name will be removed and "referred by a PSH program". The new preference will read *"Brown County resident referred by an approved agency as a participant of a PSH program who no longer requires the intensive services of the PSH program but only needs the rental subsidy"*.

A motion was made by T. Diedrick, seconded by T. Fenner to amend the Administrative Plan to provide the Move On strategy preference with the above listed language change. Motion carried.

NEW BUSINESS:

6. Public hearing to receive input on the Brown County Housing Authority 2019 Annual Agency Plan.

C. Renier-Wigg stated they need to hold the public hearing to see if there is anyone who wished to speak on the BCHA Annual Agency Plan. C. Renier-Wigg asked three times if there was any present who wished to speak on the BCHA Annual Agency Plan. Being none, the public hearing was closed.

7. Consideration with possible action on approval of Brown County Housing Authority 2019 Annual Agency Plan.

M. Roberts stated a copy of the BCHA 2019 Annual Plan was included in meeting packets. The Annual plan is a requirement of HUD and shows the progress made in their 5-Year Plan. Their 5-Year Plan was submitted in 2015 and the next 5-Year Plan will be submitted for next year for the fiscal year 2020. This is just a progress report on the 5-Year Plan regarding their goals and objectives and progress on each one. There are actively meeting all goals and there is nothing of concern.

A. Hartman asked about the goal of Self-Sufficiency and if what they just approved earlier will help in meeting that goal. M. Roberts stated as they progress with the partnership and work with Newcap, they can definitely increase the FSS because of the collaboration between Newcap's case management and their FSS program.

A motion was made by J. Fenner, seconded by A. Hartman to approve the BCHA 2019 Annual Plan. Motion carried.

8. Consideration with possible action regarding approval of additional Project Based Voucher units for Ecumenical Partnership for Housing (EPH).

C. Renier-Wigg stated that back in December 2017 EPH came before the Authority and requested eight (8) vouchers. The Authority approved four (4) units in Green Bay and told EPH that they should find additional units outside of Green Bay. They have found three properties in Allouez and they are requesting three (3) vouchers for those properties and that Dave Pietenpol is here to answer any questions. A. Hartman then verified that that will give a total of seven (7) vouchers. C. Renier-Wigg stated that was correct. They have approved eight (8), so they have one more with an approved property outside Green Bay.

D. Pietenpol stated that it was his understanding that they were approved for four (4) in Green Bay and (4) outside of Green Bay. Staff was asked by the Authority to verify the number of vouchers approved and the breakdown of the vouchers.

D. Pietenpol then stated he believed it was a total of 12 vouchers. However if they wanted all 12, four (4) were to be within the City of Green Bay and the other eight (8) were to be outside Green Bay.

T. Diedrick asked if they are approving 12 today. C. Renier-Wigg stated it would be just for the three properties today. C. Goddard also stated it would be for the three (3) vouchers for outside the City of Green Bay.

A motion was made by T. Diedrick, seconded by J. Fenner to approve the three (3) PBV for EPH for properties located in Allouez.

A. Hartman asked why there two address on Derby Lane and Lebrun and if they were duplexes. D. Pietenpol stated correct. She then asked if each duplex had 2 bedrooms. In which D. Pietenpol stated correct. He also stated they are only asked for one voucher for Derby Lane as the other half of the duplex is already occupied and the family already has a PBV.

C. Goddard then stated that the request would be for 4 vouchers for these three buildings. D. Pietenpol stated yes.

Motion carried.

9. Consideration with possible action to approve Request for Proposals to be published for Project Based Vouchers.

C. Renier-Wigg stated they have received a request from two developers, one from outside of the City and one from inside of the City. Each of them would like eight PBVs for their units. In order for the Authority to consider the vouchers, they need to put out an RFP for the vouchers. The request would be to complete an RFP and get it posted. They would have this back to the BCHA for approval at the November meeting if approved today. This request is just to get the RFPs out and not to award anything at this time.

A. Hartman then verified that it would be for eight vouchers in the City of Green Bay and eight vouchers outside the City of Green Bay. C. Renier-Wigg stated that was correct.

C. Goddard verified preferences, scoring and the rights to determine if they accept them or not. C. Renier-Wigg stated they do expect to get proposals from the two developers; however, they may also receive proposals from other agencies as well.

A. Hartman asked if any of these developers are already involved with the vouchers. C. Renier-Wigg stated she didn't believe they have any PBVs currently.

A motion was made by T. Diedrick, seconded by A. Hartman to approve the publishing for the RFP for Project Based Vouchers. Motion carried.

C. Renier-Wigg then asked if there was anyone on the BCHA who would like to sit on the Committee to review the RFPs to bring recommendations back. J. Fenner stated that he would be interested.

10. Consideration with possible action on approval of 2017 Fiscal Year End Audit Report.

S. Schmutzer presented the audit report. She stated there were no significant issues found. She stated they had spent down some of their balances that they needed to. She then asked if there was anything they wanted to discuss.

J. Fenner asked what the findings were from the audit. S. Schmutzer stated they are considered "unmodified", which means they didn't have to make significant changes.

A motion was made by A. Hartman, seconded by J. Fenner to approve the 2017 Fiscal Year End Audit Report. Motion carried.

BILLS AND FINANCIAL REPORT:

11. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer stated there was nothing significant to report.

A motion was made by T. Diedrick, seconded by A. Hartman to accept the BCHA bills. Motion carried.

12. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer presented the financial report.

A motion was made by A. Hartman, seconded by J. Fenner to accept the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

13. Resignation of Housing Administrator

C. Renier-Wigg stated that R. Hallet has resigned her position as Housing Administrator. As a result of the position being vacant, she did get approval to fill it through the City but she and Director K. Vonck are looking at not filling the position. They will be working with the County to potentially turn the BCHA over to the County for administration. A portion of the Housing Administrator's and a portion of the Executive Director's salary comes out of the BCHA and is split with GBHA. The Board is appointed by the County Executive and all other admin functions

are run through the County now. There should be no changes as far as the Board is concerned and a new Administrator needs to be hired regardless. A brief discussion was then had regarding the GBHA and the role of an administrator. This is going to be a process and they are just starting talks with County Administration.

J. Fenner asked if the Authority would have a vote in the hiring of the new administrator. C. Renier-Wigg stated that in the past the Chair has sat in on interviews, but as far as the Authority being to vote or not on the new administrator, she was not sure on that question. J. Fenner stated that he does know that is true as he was just at a HUD training for Commissioners and that was one of the responsibilities of the Authority, is to hire/fire the administrator or executive director and that is because they have liability because everything that is done by the board through the administrator comes back here. So if anything was done incorrectly, it is not the City or the County it is the Authority, individually and as a whole.

S. Schmutzer said that in the past positions were brought to the Authority for approval, and assuming the County would work the same way and that the candidate be brought forward for approval. C. Renier-Wigg stated these are all good questions and would need to look into the process and involvement with the Authority. C. Renier-Wigg stated that she would look into this and will bring it back to the Authority.

T. Diedrick stated that he thinks the Authority was brought in on the top three candidates for interviews.

J. Fenner read into record from HUD "the Board is responsible for hiring Executive Director or whatever term is used and evaluating his/her performance on a regular basis"

T. Diedrick stated that this information is consistent with the training videos that have been watching.

C. Goddard stated there is an opportunity for them to learn what is possible and what is required. C. Renier-Wigg stated she would bring back some information to the October meeting.

14. BCHA was not awarded Mainstream Vouchers

A. Hartman asked why BCHA was not awarded. C. Renier-Wigg stated that R. Hallet put in a request for an audit to find out why they were not awarded the vouchers. They are still awaiting a response.

15. Date of next meeting: October 15, 2018.

A motion was made by A. Hartman, seconded by J. Fenner to adjourn. Motion carried.

jd:CRW

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, October 15, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Corday Goddard – Chair, Ann Hartman, and John Fenner

EXCUSED: Tom Diedrick – Vice Chair and Sup. Andy Nicholson

OTHERS PRESENT: Cheryl Renier-Wigg, Stephanie Schmutzer, Matt Roberts, Noel Halvorsen and Scott Schoeneman

APPROVAL OF MINUTES:

1. Approval of the minutes from the September 24, 2018, meeting of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes. Motion carried.

Information for Agenda Item #2 is not available at this time. The Authority has chosen to move forward with the Agenda Items until the information for Item #2 is available.

NEW BUSINESS:

3. Consideration with possible action on request from NeighborWorks® for \$150,000 grant for the purchase and renovation of the 1400 Block of Admiral Court.

C. Renier-Wigg stated there was a letter from N. Halvorsen regarding the 1400 Block of Admiral Court Apartments. N. Halvorsen and S. Schoeneman are here from NeighborWorks® to explain their request.

A motion was made by A. Hartman, seconded by J. Fenner to open the floor for discussion. Motion carried.

N. Halvorsen and S. Schoeneman gave an overview of the project. Information included the number of units and buildings and location of the units. The properties haven't been maintained and have many police issues. There has been a steady decline in the "quality" of occupants over the years. J. Fenner asked who the current landlord is. S. Schoeneman stated it is owned by Legros Enterprises and he is looking divest and retire.

S. Schoeneman informed the Authority they will be purchasing the buildings for 2.1 million. He then went into detail regarding the improvements that will be made, the cost and how soon each item should be done. Improvements included the entry doors, balconies, roof and window replacement, HVAC system replacement, and new water heaters. He then stated that occupancy rates are pretty high as 39 of the 40 units are occupied. He stated the current owner will take most applicants; however, there will be stiffer guidelines to increase the quality of tenants. They then went into specifics on how they will run the buildings from a management perspective.

C. Renier-Wigg stated that this has been a problem area and the residents and staff at Mason Manor have been exposed to these issues for many years.

C. Goddard then reiterated that they are asking for a \$150,000 grant from the BCHA. N. Halvorsen stated either a grant or deferred second mortgage loan, as done in the past, that would be due if the property was sold. This would help them tackle the challenges of the property. They would like to take one of the one-bedroom units out of service and convert it into an office and be able to offer their residential services. He stated he believes this property is large enough to support this type of programming. This is why they are asking for a no cost loan or a grant.

A conversation ensued between staff, Authority Members, N. Halvorsen and S. Schoeneman. Information included the market rate of the property/asking price, other properties purchased from the same company and support from the Redevelopment Authority.

J. Fenner stated that he likes the idea. C. Renier-Wigg stated this would come from their unrestricted dollars and accounts that can be used for housing development purposes. C. Goddard asked Authority members what their will was for this request. A. Hartman stated she wouldn't mind seeing the amount given in a grant. J. Fenner asked if they were designating 10 units as low income. N. Halvorsen stated yes and does suspect about 80 percent of the units will occupy low income housing, even if the market changes.

A motion was made by J. Fenner, seconded by A. Hartman to grant the \$150,000 to NeighborWorks for their project. Motion carried.

A motion was made by J. Fenner, seconded by A. Hartman to close the floor for discussion. Motion carried.

Information is now available for Item #2.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

There were 133 preliminary applications for September.

B. Unit Count

The unit count for September was 2,767.

C. Housing Assistance Payments Expenses

The September HAP expense totaled 1,245,735.

D. Housing Quality Standard Inspection Compliance

Of the 356 inspections conducted for September; 194 passed initial inspection, 64 passed reinspection, 81 failed and 17 were a no show.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

No information given.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In September there were 68 active clients, 41 participants in level one; 13 participants in level two; one participant in level three and six participants in level four. There were no new contracts signed and there were no graduates. There are 33 active escrow accounts and 47 homeowner participants.

G. VASH Reports (new VASH and active VASH)

For September there were two new VASH Clients for a total of total 31 active VASH clients

- H. Langan Investigations Criminal Background Screening and Fraud Investigations
For the month of September, there were no new investigations, 16 active cases and three cases closed. There were 109 new applications processed, 106 were approved and 3 were denied. For the breakdown of investigations by municipality, most were located in Green Bay, followed by De Pere and Oneida. The chart of initial applications shows the majority from Green Bay, Bellevue and Howard.
- I. Quarterly Langan Denials report
There were a total of four denials made by Langan. Two were on websites that ICS doesn't have access to and two were instances where clients were found guilty after ICS conducted their background check. All four that were found by Langan were subsequently denied.
- J. Quarterly End of Participation
The third quarter port outs absorbed were 82. They had over 70 port outs absorbed in one month, which is an uncontrollable figure. This was followed by voluntary terminations and then violation of family obligations.
- K. Quarterly Active Cases Breakdown
57 percent the head of households are either elderly or disabled; 29 percent of head of households are not elderly or disabled but the household does have earned income; 11 percent of the head of households are not elderly or disabled, have no earned income, but have minors and three percent of head of households are not elderly not disabled, no earned income and no minors.
- L. Quarterly Customer Service Satisfaction
73 percent indicated customer service was excellent, 18 percent very good, 8 percent good and 1 percent fair.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place on file the ICS Reports. Motion carried.

NEW BUSINESS

4. Consideration with possible action to approve new Voucher Payment Standard, effective January 1, 2019.

M. Roberts stated that HUD publishes the Fair Market Rents (FMR) on an annual basis. Once they are published they are required to review it with their current Voucher Payment Standards. With this information, they would like to make changes. The FMRs for Brown County increased for all bedroom sizes for 2019 which allowed the BCHA to increase the Voucher Payment Standards for all sizes. However, due to the potential volatility, they have been very cautious on how the raise payments. They can utilize 90-110 percent of the FMR. They are proposing a slight increase to the Voucher Payment Standards for 2019 to account for some of the increase of the FMR. All the Voucher Payment Standards are still all within the allowed parameters which allows them flexibility within the FMR should they decrease next year.

A conversation ensued between Authority members and M. Roberts regarding FMRs. There were no issues or questions regarding this request.

A motion was made by J. Fenner, seconded by A. Hartman to approve the new Voucher Payment Standards, effective January 1, 2019. Motion carried.

5. Consideration with possible action on awarding the audit contract to Schenck for 2018 and 2019 with options for three 1-year renewals.

S. Schmutzer presented to Authority members the options for audit contracts. They received only two proposals, one from Schenck and the Hawkins Ash out of La Crosse. She informed Authority members she has worked with both companies and has had no issues with either company. She informed them of the amount for both companies.

A Conversation ensued between S. Schmutzer and Authority members regarding both companies. Information included the number of years Schenck has been the auditor and benefits of keeping Schenck.

There were no issues or questions regarding the request.

A motion was made J. Fenner seconded by A. Hartman to award the BCHA audit contract to Schenck. Motion carried.

BILLS AND FINANCIAL REPORT:

6. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer presented the BCHA bills. There was nothing out of the ordinary to report.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file the BCHA bills. Motion carried.

7. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer presented the BCHA financial report. There was nothing out of the ordinary to report.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

C. Renier-Wigg gave an update regarding the proposals for the PBVs. She stated she hasn't received any questions. They are due on October 29, 2018. When they come back, J. Fenner has offered to help score the RFPs. They will then be awarded at the November, BCHA meeting.

The BCHA and ICS budgets are currently being worked on. There will be something available at the November meeting.

C. Renier-Wigg gave an update regarding staffing. They have been speaking with Brown County reps and their plan of action is to take a resolution to the County Board on October 31, 2018, to administer the Brown County Housing Authority. Brown County staff will be working with us closely and bring a proposal to the BCHA on how they want to administer the program. HUD stated to hire an Executive Director and not a Housing Administrator as the language used for HUD is Executive Director. She then explained to Authority Members what would take place when the County brings a proposal to BCHA. The BCHA has the authority to say no and they can hire their own people and administer themselves as they are their own entity. However, if you do decide to work with the County, then it's the BCHA's decision on how much they want to be involved in the hiring of the executive director. HUD needs a resolution from the BCHA approving the Executive Director. The BCHA will decide how much involvement there will be during the hiring of the position and where you want to enter the hiring process.

A discussion ensued regarding what the proposal may entail. C. Renier-Wigg Stated that she would work with staff over at the County to keep things flowing to help make the transition easier. Other information included how long the BCHA has been running. C. Renier-Wigg

pointed out that the BCHA is a county function with staff employed through the City to run a County program. J. Fenner asked if the County Board would have any more say. C. Renier-Wigg stated that everything that currently happens with the BCHA runs through the County's administration. The RFPs go through County Purchasing, all legal advice comes from Corp Council, and the County Executive appoints the BCHA Board. At this time we will wait for the County's proposal.

8. Date of next meeting: November 19, 2018

A motion was made by A. Hartman, seconded by J. Fenner to adjourn. Motion carried.

jd:CRW



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 10/17/18

Agenda No. : all standing chairs / Committees

Motion from the Floor

I make the following motion: the Br. Co. board needs to do a 5yr plan re: budgets. The county needs to set & prioritize which dept. needs more attention (money & staff) - 1 to 10 (dept. ranked) on this need. This way we will know what dept. needs will be in the future with dept. moving up & down on the scale.

Signed: Kathy Lafabure
District No.: 6

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

3

BOARD OF SUPERVISORS
Brown County



**BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN**

Meeting Date: October 31, 2018

Agenda No.: Communications

Motion from the Floor

I make the following motion:

Communication from John Van Dyck

Request that the Human Resources Department hold a series of paid informational meetings during employees normal work hours at each of the major county facilities in order to review changes made to the benefits programs and to answer any questions employees may have regarding these benefits.

Refer to Administration and Executive committees

Signed: _____

District No. 17

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



**BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN**

Meeting Date: October 31, 2018

Agenda No.: Communications

Motion from the Floor

I make the following motion:

Communication from John Van Dyck

Request that the oversight committee for the Corporation Counsel be changed from the Administration Committee to the Executive Committee effective January 1, 2019.

Refer to Administration and Executive Committees

Signed: _____

A handwritten signature, likely of John Van Dyck, is written over a horizontal line.

District No. 17

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

10/31/18

Agenda No.:

Communication

Motion from the Floor

I make the following motion:

Request That Technology Services Make it a priority
To fix the audio equipment in Room 200.

Refer to Admin.

Signed:

A handwritten signature in dark ink, appearing to be "Jim Vargo", is written over a horizontal line.

District No.

17

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: Sept. 19 2018
Committee: Administration Committee

Motion from the Floor/Late Communication

I make the following ~~motion~~ late communication:

I request the Administration Committee
to review all County ordinances and/or
resolutions concerning how we manage, record
and conduct business at all our County meetings.

Signed: Richard Schodend

District No. 24

(Please deliver to County Clerk after motion is made for recording into minutes.)

Brown County Clerk Budget Status Report

Sep. 30, 2018	Annual	YTD	YTD %
EXPENDITURES			
Personnel Costs	\$ 384,629	\$ 271,683	71%
Operating Costs	\$ 350,054	\$ 262,998	75%
Outlay	\$ -	\$ -	#DIV/0!
REVENUES			
Property Tax	\$ 282,654	\$ 211,991	75%
Public Charges	\$ 274,771	\$ 231,056	84%
Intergov'tl. Charge for Serv.	\$ 173,932	\$ 159,737	92%
Misc.	\$ 150	\$ 1,449	966%
Transfer in HR	\$ -	\$ 3,176	

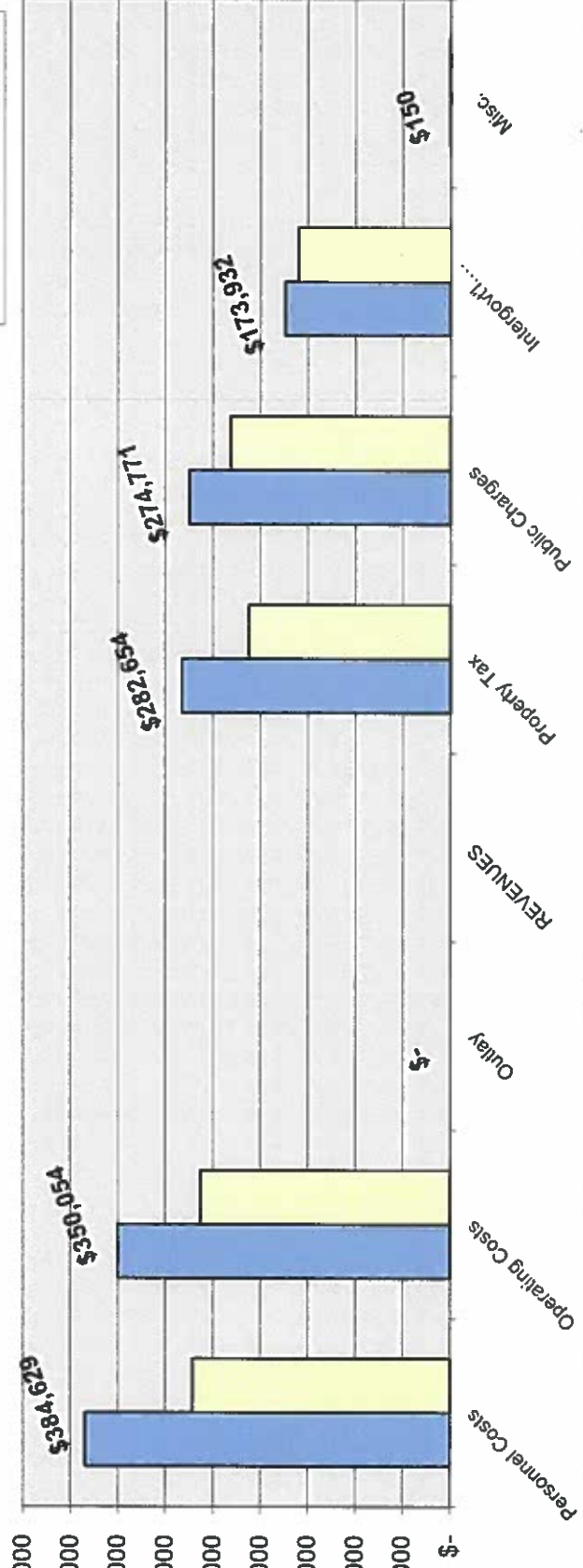
Unaudited

HIGHLIGHTS - January-September Percent of Fiscal Year (75%)

Expenditures: Operating costs are high due to Electionware Software maintenance and licensing fees. The County Clerk's Office has two special elections for WI Senate District 1. These two elections were not budgeted for in 2018. I will monitor expenses to verify whether or not we will be able to absorb these expenses into our budget. If not, I will need to amend my budget.

Revenues: Revenues are high due to passport sales.

County Clerk - September 30, 2018





County Clerk Unaudited Monthly Budget Report

Date Range 01/01/18 - 09/30/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund										
REVENUE										
Department 019 - County Clerk										
Property taxes										
4100	General property taxes	282,654.00	.00	282,654.00	23,554.50	.00	211,990.50	70,663.50	75	
	Property taxes Totals	\$282,654.00	\$0.00	\$282,654.00	\$23,554.50	\$0.00	\$211,990.50	\$70,663.50	75%	
Intergov Revenue										
4700	Intergovt charges	173,932.00	.00	173,932.00	20,490.69	.00	159,737.43	14,194.57	92	
	Intergov Revenue Totals	\$173,932.00	\$0.00	\$173,932.00	\$20,490.69	\$0.00	\$159,737.43	\$14,194.57	92%	
Public Charges										
4400.194	Permits Work permit	1,000.00	.00	1,000.00	37.50	.00	790.00	210.00	79	
4400.195	Permits Alarm permits	29,600.00	.00	29,600.00	200.00	.00	26,750.00	2,850.00	90	
4401.192	Licenses Marriage License	92,975.00	.00	92,975.00	10,325.00	.00	74,930.00	18,045.00	81	
4401.194	Licenses Dog	4,300.00	.00	4,300.00	.00	.00	.00	4,300.00	0	
4600.190	Charges and fees Passport	146,291.00	.00	146,291.00	11,200.23	.00	127,674.21	18,616.79	87	
4601.012	Sales Copy machine use	205.00	.00	205.00	30.00	.00	205.00	.00	100	
4601.196	Sales Directory	250.00	.00	250.00	.00	.00	322.31	(72.31)	129	
4609	Miscellaneous public charges	150.00	.00	150.00	.00	.00	385.00	(235.00)	257	
	Public Charges Totals	\$274,771.00	\$0.00	\$274,771.00	\$21,792.73	\$0.00	\$231,056.52	\$43,714.48	84%	
Miscellaneous Revenue										
4900	Miscellaneous	150.00	.00	150.00	.00	.00	1,449.26	(1,299.26)	966	
	Miscellaneous Revenue Totals	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$1,449.26	(\$1,299.26)	966%	
Department 019 - County Clerk Totals										
	Department 019 - County Clerk Totals	\$731,507.00	\$0.00	\$731,507.00	\$65,837.92	\$0.00	\$604,233.71	\$127,273.29	83%	
REVENUE TOTALS										
		\$731,507.00	\$0.00	\$731,507.00	\$65,837.92	\$0.00	\$604,233.71	\$127,273.29	83%	
EXPENSE										
Department 019 - County Clerk										
Personnel Costs										
5100	Regular earnings	280,781.00	2,777.00	283,558.00	20,119.42	.00	189,605.77	93,952.23	67	
5102.100	Paid leave earnings Vacation	.00	.00	.00	163.28	.00	6,841.52	(6,841.52)	+++	
5102.200	Paid leave earnings Personal	.00	.00	.00	203.98	.00	1,219.64	(1,219.64)	+++	
5102.300	Paid leave earnings Casual time used	.00	.00	.00	.00	.00	790.89	(790.89)	+++	
5102.500	Paid leave earnings Holiday	.00	.00	.00	790.48	.00	3,157.48	(3,157.48)	+++	
5103.000	Premium Overtime	3,470.00	.00	3,470.00	176.03	.00	3,758.29	(288.29)	108	
5110.100	Fringe benefits FICA	21,744.00	213.00	21,957.00	1,555.41	.00	14,989.51	6,967.49	68	
5110.110	Fringe benefits Unemployment compensation	355.00	.00	355.00	25.41	.00	244.94	110.06	69	
5110.200	Fringe benefits Health Insurance	45,837.00	2,954.00	48,791.00	3,770.56	.00	32,196.94	16,594.06	66	
5110.210	Fringe benefits Dental Insurance	3,954.00	.00	3,954.00	383.98	.00	3,275.65	678.35	83	
5110.220	Fringe benefits Life Insurance	544.00	.00	544.00	36.42	.00	287.33	256.67	53	
5110.230	Fringe benefits LT disability insurance	1,020.00	.00	1,020.00	85.73	.00	799.12	220.88	78	
5110.235	Fringe benefits ST disability insurance	1,471.00	.00	1,471.00	120.16	.00	1,120.13	350.87	76	
5110.240	Fringe benefits Workers compensation insurance	337.00	.00	337.00	28.08	.00	252.72	84.28	75	



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/18 - 09/30/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 100 - General Fund									
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5110.300	Fringe benefits Retirement	20,388.00	(1,216.00)	19,172.00	1,354.45	.00	13,143.57	6,028.43	69
5198	Fringe benefits - Budget only	1,552.00	(1,552.00)	.00	.00	.00	.00	.00	+++
	<i>Personnel Costs Totals</i>	\$381,453.00	\$3,176.00	\$384,629.00	\$28,813.39	\$0.00	\$271,683.50	\$112,945.50	71%
Operating Expenses									
5300	Supplies	.00	.00	.00	.00	.00	24.70	(24.70)	+++
5300.001	Supplies Office	15,900.00	.00	15,900.00	136.19	.00	6,367.95	9,532.05	40
5300.004	Supplies Postage	10,612.00	.00	10,612.00	18.89	.00	5,192.33	5,419.67	49
5304	Printing	5,500.00	4,000.00	9,500.00	232.35	.00	8,833.35	666.65	93
5304.100	Printing Forms	36,000.00	(4,000.00)	32,000.00	31,266.79	.00	31,266.79	733.21	98
5305	Dues and memberships	524.00	.00	524.00	.00	.00	415.00	109.00	79
5306.100	Maintenance agreement Software	47,450.00	.00	47,450.00	.00	.00	47,106.94	343.06	99
5307.100	Repairs and maintenance Equipment	20,200.00	.00	20,200.00	897.59	.00	20,737.36	(537.36)	103
5310	Advertising and public notice	37,200.00	.00	37,200.00	1,992.24	.00	25,107.12	12,092.88	67
5330	Books, periodicals, subscription	782.00	.00	782.00	.00	.00	703.10	78.90	90
5340	Travel and training	7,800.00	.00	7,800.00	25.94	.00	4,071.15	3,728.85	52
5370	Support Services	5,355.00	.00	5,355.00	45.00	.00	1,485.00	3,870.00	28
5395.003	Equipment - nonoutlay technology	.00	3,600.00	3,600.00	.00	.00	2,340.99	1,259.01	65
5410.400	Insurance Bond	102.00	.00	102.00	.00	.00	100.00	2.00	98
5505	Telephone	600.00	.00	600.00	42.48	.00	370.95	229.05	62
5600	Indirect cost	56,544.00	.00	56,544.00	4,712.00	.00	42,408.00	14,136.00	75
5601.100	Intra-county expense Technology services	40,416.00	.00	40,416.00	2,155.34	.00	31,366.35	9,049.65	78
5601.200	Intra-county expense Insurance	1,921.00	.00	1,921.00	160.08	.00	1,440.72	480.28	75
5601.400	Intra-county expense Copy center	42,000.00	.00	42,000.00	1,476.00	.00	22,698.88	19,301.12	54
5601.450	Intra-county expense Departmental copiers	1,658.00	.00	1,658.00	138.17	.00	1,243.53	414.47	75
5601.550	Intra-county expense Document center	1,090.00	.00	1,090.00	58.70	.00	667.34	422.66	61
5708	Professional services	18,400.00	(3,600.00)	14,800.00	.00	.00	9,050.00	5,750.00	61
	<i>Operating Expenses Totals</i>	\$350,054.00	\$0.00	\$350,054.00	\$43,357.76	\$0.00	\$262,997.55	\$87,056.45	75%
Department 019 - County Clerk									
	<i>EXPENSE Totals</i>	\$731,507.00	\$3,176.00	\$734,683.00	\$72,171.15	\$0.00	\$534,681.05	\$200,001.95	73%
EXPENSE TOTALS									
Fund 100 - General Fund Totals									
	REVENUE TOTALS	731,507.00	.00	731,507.00	65,837.92	.00	604,233.71	127,273.29	83%
	EXPENSE TOTALS	731,507.00	3,176.00	734,683.00	72,171.15	.00	534,681.05	200,001.95	73%
	<i>Fund 100 - General Fund Totals</i>	\$0.00	(\$3,176.00)	(\$3,176.00)	(\$6,333.23)	\$0.00	\$69,552.66	(\$72,728.66)	



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/18 - 09/30/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 802 - Dog License										
REVENUE										
Public Charges										
Licenses										
4401		8,000.00	(8,000.00)	.00	.00	.00	.00	.00	.00	+++
	Public Charges Totals	\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	REVENUE TOTALS	\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE										
Operating Expenses										
5300	Supplies	900.00	(900.00)	.00	.00	.00	.00	.00	.00	+++
5300.004	Supplies Postage	100.00	(100.00)	.00	.00	.00	.00	.00	.00	+++
5310	Advertising and public notice	2,100.00	(2,100.00)	.00	.00	.00	.00	.00	.00	+++
5330	Books, periodicals, subscription	4,900.00	(4,900.00)	.00	.00	.00	.00	.00	.00	+++
	Operating Expenses Totals	\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE TOTALS	\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Fund 802 - Dog License Totals										
REVENUE TOTALS										
	REVENUE TOTALS	8,000.00	(8,000.00)	.00	.00	.00	.00	.00	.00	+++
	EXPENSE TOTALS	8,000.00	(8,000.00)	.00	.00	.00	.00	.00	.00	+++
	Fund 802 - Dog License Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Grand Totals										
	REVENUE TOTALS	739,507.00	(8,000.00)	731,507.00	65,837.92	.00	604,233.71	127,273.29	83%	
	EXPENSE TOTALS	739,507.00	(4,824.00)	734,683.00	72,171.15	.00	534,681.05	200,001.95	73%	
	Grand Totals	\$0.00	(\$3,176.00)	(\$3,176.00)	(\$6,333.23)	\$0.00	\$69,552.66	(\$72,728.66)		

Brown County Clerk Budget Status Report

Oct. 31, 2018	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Costs	\$ 384,629	\$ 299,058	78%
Operating Costs	\$ 350,054	\$ 279,461	80%
Outlay	\$ -	\$ -	#DIV/0!
REVENUES			
Property Tax	\$ 282,654	\$ 235,545	83%
Public Charges	\$ 274,771	\$ 257,656	94%
Intergov'tl. Charge for Serv.	\$ 173,932	\$ 159,638	92%
Misc.	\$ 150	\$ 1,464	976%
Transfer in HR	\$ -	\$ 3,176	

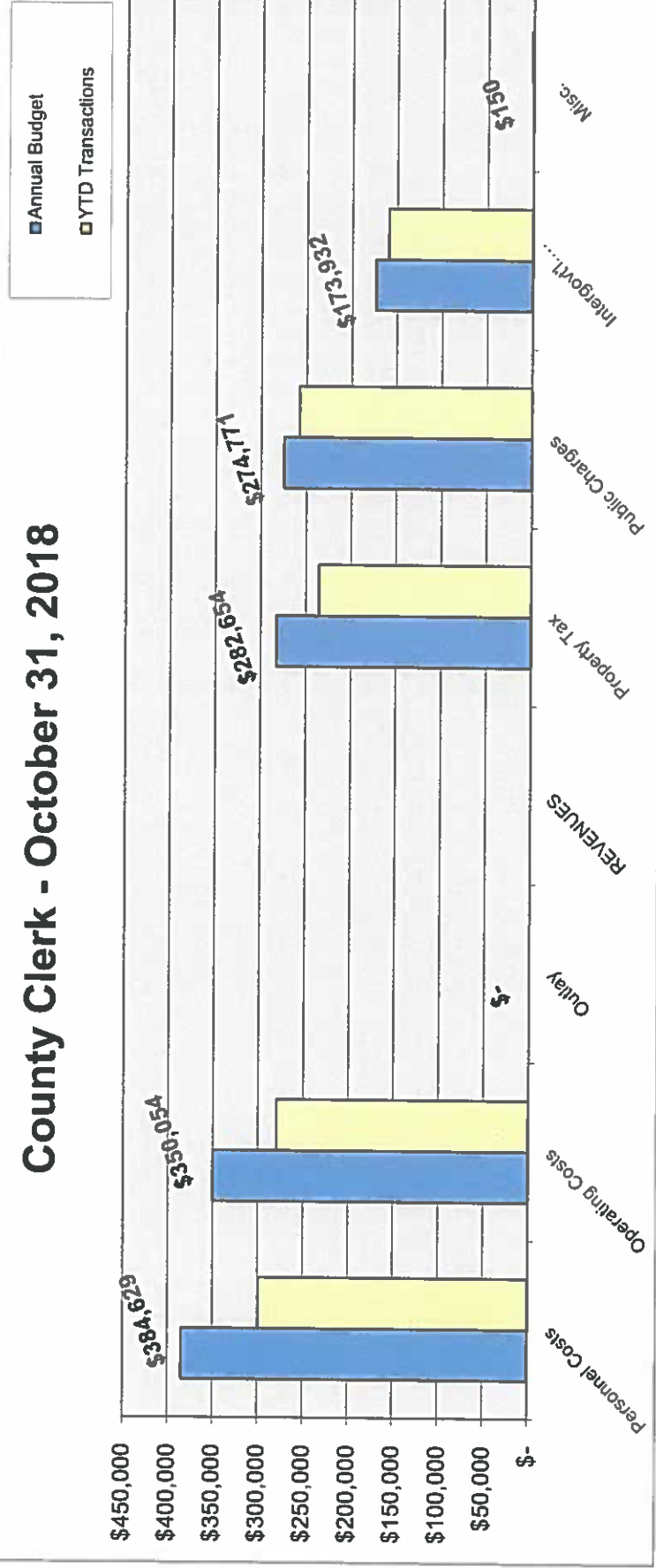
Unaudited

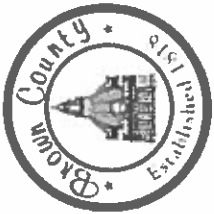
HIGHLIGHTS - January-October Percent of Fiscal Year (83%)

Expenditures: Operating costs are high due to Electionware Software maintenance and licensing fees. The County Clerk's Office has two special elections for WI Senate District 1. These two elections were not budgeted for in 2018. I will monitor expenses to verify whether or not we will be able to absorb these expenses into our budget. If not, I will need to amend my budget.

Revenues: Revenues are high due to passport sales.

County Clerk - October 31, 2018

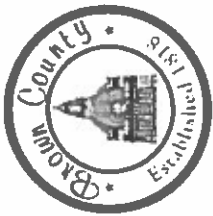




County Clerk Unaudited Monthly Budget Report

Date Range 01/01/18 - 10/31/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
REVENUE										
Fund 100 - General Fund										
Department 019 - County Clerk										
Property taxes										
4100	General property taxes	282,654.00	.00	282,654.00	23,554.50	.00	235,545.00	47,109.00	83%	83%
	<i>Property taxes Totals</i>	<i>\$282,654.00</i>	<i>\$0.00</i>	<i>\$282,654.00</i>	<i>\$23,554.50</i>	<i>\$0.00</i>	<i>\$235,545.00</i>	<i>\$47,109.00</i>		
Intergov Revenue										
4700	Intergov charges	173,932.00	.00	173,932.00	(100.00)	.00	159,637.43	14,294.57	92%	92%
	<i>Intergov Revenue Totals</i>	<i>\$173,932.00</i>	<i>\$0.00</i>	<i>\$173,932.00</i>	<i>(\$100.00)</i>	<i>\$0.00</i>	<i>\$159,637.43</i>	<i>\$14,294.57</i>		
Public Charges										
4400.194	Permits Work permit	1,000.00	.00	1,000.00	52.50	.00	842.50	157.50	84	84
4400.195	Permits Alarm permits	29,600.00	.00	29,600.00	240.00	.00	26,990.00	2,610.00	91	91
4401.192	Licenses Marriage License	92,975.00	.00	92,975.00	8,935.00	.00	83,865.00	9,110.00	90	90
4401.194	Licenses Dog	4,300.00	.00	4,300.00	.00	.00	.00	4,300.00	0	0
4600.190	Charges and fees Passport	146,291.00	.00	146,291.00	17,358.12	.00	145,032.33	1,258.67	99	99
4601.012	Sales Copy machine use	205.00	.00	205.00	.00	.00	205.00	.00	100	100
4601.196	Sales Directory	250.00	.00	250.00	14.22	.00	336.53	(86.53)	135	135
4609	Miscellaneous public charges	150.00	.00	150.00	.00	.00	385.00	(235.00)	257	257
	<i>Public Charges Totals</i>	<i>\$274,771.00</i>	<i>\$0.00</i>	<i>\$274,771.00</i>	<i>\$26,599.84</i>	<i>\$0.00</i>	<i>\$257,656.36</i>	<i>\$17,114.64</i>	<i>94%</i>	<i>94%</i>
Miscellaneous Revenue										
4900	Miscellaneous	150.00	.00	150.00	15.00	.00	1,464.26	(1,314.26)	976	976
	<i>Miscellaneous Revenue Totals</i>	<i>\$150.00</i>	<i>\$0.00</i>	<i>\$150.00</i>	<i>\$15.00</i>	<i>\$0.00</i>	<i>\$1,464.26</i>	<i>(\$1,314.26)</i>	<i>976%</i>	<i>976%</i>
Department 019 - County Clerk										
	<i>Department 019 - County Clerk Totals</i>	<i>\$731,507.00</i>	<i>\$0.00</i>	<i>\$731,507.00</i>	<i>\$50,069.34</i>	<i>\$0.00</i>	<i>\$654,303.05</i>	<i>\$77,203.95</i>	<i>89%</i>	<i>89%</i>
	REVENUE TOTALS	\$731,507.00	\$0.00	\$731,507.00	\$50,069.34	\$0.00	\$654,303.05	\$77,203.95		
EXPENSE										
Department 019 - County Clerk										
Personnel Costs										
5100	Regular earnings	280,781.00	2,777.00	283,558.00	19,682.78	.00	209,288.55	74,269.45	74	74
5102.100	Paid leave earnings Vacation	.00	.00	.00	346.72	.00	7,188.24	(7,188.24)	+++	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	.00	1,219.64	(1,219.64)	+++	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	.00	.00	790.89	(790.89)	+++	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	3,157.48	(3,157.48)	+++	+++
5103.000	Premium Overtime	3,470.00	.00	3,470.00	91.85	.00	3,850.14	(380.14)	111	111
5110.100	Fringe benefits FICA	21,744.00	213.00	21,957.00	1,456.02	.00	16,445.53	5,511.47	75	75
5110.110	Fringe benefits Unemployment compensation	355.00	.00	355.00	23.81	.00	268.75	86.25	76	76
5110.200	Fringe benefits Health Insurance	45,837.00	2,954.00	48,791.00	3,770.56	.00	35,967.50	12,823.50	74	74
5110.210	Fringe benefits Dental Insurance	3,954.00	.00	3,954.00	383.98	.00	3,659.63	294.37	93	93
5110.220	Fringe benefits Life Insurance	544.00	.00	544.00	36.42	.00	323.75	220.25	60	60
5110.230	Fringe benefits LT disability Insurance	1,020.00	.00	1,020.00	85.73	.00	884.85	135.15	87	87
5110.235	Fringe benefits ST disability Insurance	1,471.00	.00	1,471.00	120.16	.00	1,240.29	230.71	84	84
5110.240	Fringe benefits Workers compensation Insurance	337.00	.00	337.00	28.08	.00	280.80	56.20	83	83



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/18 - 10/31/18

Exclude Rollup Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund								
EXPENSE								
Department 019 - County Clerk								
Personnel Costs								
5110.300	Fringe benefits Retirement	20,388.00	(1,216.00)	1,348.13	.00	14,491.70	4,680.30	76
5198	Fringe benefits - Budget only	1,552.00	(1,552.00)	.00	.00	.00	.00	+++
	<i>Personnel Costs Totals</i>	\$381,453.00	\$3,176.00	\$27,374.24	\$0.00	\$299,057.74	\$85,571.26	78%
Operating Expenses								
5300	Supplies	.00	.00	.00	.00	24.70	(24.70)	+++
5300.001	Supplies Office	15,900.00	.00	2,152.31	.00	8,520.26	7,379.74	54
5300.004	Supplies Postage	10,612.00	.00	30.52	.00	5,222.85	5,389.15	49
5304	Printing	5,500.00	4,000.00	.00	.00	8,833.35	666.65	93
5304.100	Printing Forms	36,000.00	(4,000.00)	.00	.00	31,266.79	733.21	98
5305	Dues and memberships	524.00	.00	.00	.00	415.00	109.00	79
5306.100	Maintenance agreement Software	47,450.00	.00	.00	.00	47,106.94	343.06	99
5307.100	Repairs and maintenance Equipment	20,200.00	.00	.00	.00	20,737.36	(537.36)	103
5310	Advertising and public notice	37,200.00	.00	1,789.01	.00	26,896.13	10,303.87	72
5330	Books, periodicals, subscription	782.00	.00	.00	.00	703.10	78.90	90
5340	Travel and training	7,800.00	.00	17.00	.00	4,088.15	3,711.85	52
5370	Support Services	5,355.00	.00	3,870.00	.00	5,355.00	.00	100
5395.003	Equipment - nonoutlay technology	.00	3,600.00	.00	.00	2,340.99	1,259.01	65
5410.400	Insurance Bond	102.00	.00	.00	.00	100.00	2.00	98
5505	Telephone	600.00	.00	42.48	.00	413.43	186.57	69
5600	Indirect cost	56,544.00	.00	4,712.00	.00	47,120.00	9,424.00	83
5601.100	Intra-county expense Technology services	40,416.00	.00	2,070.30	.00	33,436.65	6,979.35	83
5601.200	Intra-county expense Insurance	1,921.00	.00	160.08	.00	1,600.80	320.20	83
5601.400	Intra-county expense Copy center	42,000.00	.00	1,424.79	.00	24,123.67	17,876.33	57
5601.450	Intra-county expense Departmental copiers	1,658.00	.00	138.17	.00	1,381.70	276.30	83
5601.550	Intra-county expense Document center	1,090.00	.00	56.98	.00	724.32	365.68	66
5708	Professional services	18,400.00	(3,600.00)	.00	.00	9,050.00	5,750.00	61
	<i>Operating Expenses Totals</i>	\$350,054.00	\$0.00	\$16,463.64	\$0.00	\$279,461.19	\$70,592.81	80%
Department 019 - County Clerk		\$731,507.00	\$3,176.00	\$43,837.88	\$0.00	\$78,518.93	\$156,164.07	79%
	EXPENSE TOTALS	\$731,507.00	\$3,176.00	\$43,837.88	\$0.00	\$78,518.93	\$156,164.07	79%
Fund 100 - General Fund Totals								
	REVENUE TOTALS	731,507.00	.00	50,069.34	.00	654,303.05	77,203.95	89%
	EXPENSE TOTALS	731,507.00	3,176.00	43,837.88	.00	578,518.93	156,164.07	79%
	Fund 100 - General Fund Totals	\$0.00	(\$3,176.00)	\$6,231.46	\$0.00	\$75,784.12	(\$78,960.12)	



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/18 - 10/31/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 802 - Dog License	REVENUE								
4401	Public Charges Licenses								
		8,000.00	(8,000.00)	.00	.00	.00	.00	.00	+++
	Public Charges Totals	\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	REVENUE TOTALS	\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE								
	Operating Expenses								
5300	Supplies	900.00	(900.00)	.00	.00	.00	.00	.00	+++
5300.004	Supplies Postage	100.00	(100.00)	.00	.00	.00	.00	.00	+++
5310	Advertising and public notice	2,100.00	(2,100.00)	.00	.00	.00	.00	.00	+++
5330	Books, periodicals, subscription	4,900.00	(4,900.00)	.00	.00	.00	.00	.00	+++
	Operating Expenses Totals	\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE TOTALS	\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Fund 802 - Dog License Totals									
	REVENUE TOTALS	8,000.00	(8,000.00)	.00	.00	.00	.00	.00	+++
	EXPENSE TOTALS	8,000.00	(8,000.00)	.00	.00	.00	.00	.00	+++
Fund 802 - Dog License Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Grand Totals									
	REVENUE TOTALS	739,507.00	(8,000.00)	731,507.00	50,069.34	.00	654,303.05	77,203.95	89%
	EXPENSE TOTALS	739,507.00	(4,824.00)	734,683.00	43,837.88	.00	578,518.93	156,164.07	79%
Grand Totals		\$0.00	(\$3,176.00)	(\$3,176.00)	\$6,231.46	\$0.00	\$75,784.12	(\$78,960.12)	

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 | Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 | Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

Request for additional DS-200 election tabulators for distribution to municipalities for additional polling locations; and, for distribution to polling locations for replacement of malfunctioning units.

Contingency Fund Balance \$29,830

Amount: \$29,830


Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.019.014.8110.020	Outlay Equipment	\$29,830
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.090.5394	Contingency	\$29,830

DWD
11/12


Signature of Department Head

Department: County Clerk
Date: 11-12-2018

AUTHORIZATIONS


Signature of COA or Executive
Date: 11/13/18

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- | | |
|---|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: | Director of Admin |
| • Reallocation to another account strictly for tracking or accounting purposes | |
| • Allocation of budgeted prior year grant not completed in the prior year | |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input checked="" type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

Request for additional DS-200 election tabulators for distribution to municipalities for additional polling locations; and, for distribution to polling locations for replacement of malfunctioning units.

Amount: \$70

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.019.014.6110.020	Outlay Equipment	\$70
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.019.014.5300.001	Supplies Office	\$70

DWD
11/12

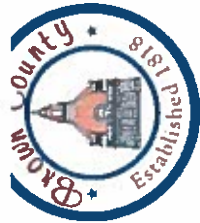
AUTHORIZATIONS

Sharon L. Davis
Signature of Department Head

Department: County Clerk

Date: 11-13-2018

[Signature]
Signature of BOA or Executive
Date: 11/13/18



CSA Budget Performance Report thru Oct 31, 2018 (unaudited)

Fiscal Year to Date 10/31/18

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 210 - Child Support										
REVENUE										
Department 017 - Child Support										
Division 001 - General										
4100	General property taxes	375,800.00	.00	375,800.00	31,316.67	.00	313,166.70	62,633.30	83	359,938.00
4302	State grant and aid revenue	1,761,881.00	182,778.00	1,944,659.00	100,618.68	.00	1,230,349.20	714,309.80	63	1,509,737.99
4302.003	State grant and aid revenue Incentives	507,090.00	.00	507,090.00	13,337.00	.00	668,147.00	(161,057.00)	132	715,193.00
4302.004	State grant and aid revenue GPR	354,396.00	.00	354,396.00	11,792.45	.00	337,944.00	16,452.00	95	339,845.00
4302.007	State grant and aid revenue SPSK	194,273.00	.00	194,273.00	50,761.77	.00	143,656.62	50,616.38	74	159,160.87
4600.601	Charges and fees Genetic test	16,000.00	.00	16,000.00	1,030.06	.00	13,444.00	2,556.00	84	13,939.54
4600.602	Charges and fees Vital statistics	350.00	.00	350.00	27.69	.00	226.06	123.94	65	188.65
4600.603	Charges and fees Paper service	9,000.00	.00	9,000.00	666.91	.00	9,395.91	(395.91)	104	7,997.57
4600.604	Charges and fees Non IV-D service	4,500.00	.00	4,500.00	455.00	.00	3,745.00	755.00	83	3,850.00
4601.012	Sales Copy machine use	500.00	.00	500.00	15.50	.00	232.75	267.25	47	322.00
4900	Miscellaneous	.00	.00	.00	.00	.00	32.00	(32.00)	+++	52.00
9002.200	Transfer in HR	.00	11,734.00	11,734.00	.00	.00	11,734.00	.00	100	.00
Division 001 - General Totals		\$3,223,790.00	\$194,512.00	\$3,418,302.00	\$210,021.73	\$0.00	\$2,732,073.24	\$686,228.76	80%	\$3,110,224.62
Department 017 - Child Support Totals										
Division 001 - General Totals		\$3,223,790.00	\$194,512.00	\$3,418,302.00	\$210,021.73	\$0.00	\$2,732,073.24	\$686,228.76	80%	\$3,110,224.62
REVENUE TOTALS										
Division 001 - General Totals		\$3,223,790.00	\$194,512.00	\$3,418,302.00	\$210,021.73	\$0.00	\$2,732,073.24	\$686,228.76	80%	\$3,110,224.62
EXPENSE										
Department 017 - Child Support										
Division 001 - General										
5100	Regular earnings	1,720,378.00	30,181.00	1,750,559.00	125,728.85	.00	1,226,307.70	524,251.30	70	1,419,517.34
5100.998	Regular earnings Budget only	(29,711.00)	29,711.00	.00	.00	.00	.00	.00	+++	.00
5102.100	Paid leave earnings Vacation	.00	.00	.00	4,711.28	.00	79,479.16	(79,479.16)	+++	97,059.01
5102.200	Paid leave earnings Personal	.00	.00	.00	228.91	.00	18,200.98	(18,200.98)	+++	26,024.96
5102.300	Paid leave earnings Casual time used	.00	.00	.00	1,041.42	.00	13,872.80	(13,872.80)	+++	17,339.43
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	26,016.40	(26,016.40)	+++	49,112.36
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	241.48	.00	1,632.88	(1,632.88)	+++	2,331.40
5102.800	Paid leave earnings Disability	.00	.00	.00	.00	.00	2,933.28	(2,933.28)	+++	8,390.41
5103.000	Premium Overtime	.00	.00	.00	22.61	.00	922.70	(922.70)	+++	5,201.00
5103.110	Premium Casual time payout	.00	.00	.00	.00	.00	.00	.00	+++	12,562.96
5108	Regular earnings - turnover savings	.00	(29,711.00)	(29,711.00)	.00	.00	.00	(29,711.00)	0	.00
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(2,933.28)	2,933.28	+++	(8,390.41)
5110.100	Fringe benefits FICA	131,603.00	2,309.00	133,912.00	9,513.25	.00	99,207.40	34,704.60	74	119,331.53
5110.110	Fringe benefits Unemployment compensation	2,150.00	.00	2,150.00	155.74	.00	1,623.58	526.42	76	2,988.01
5110.200	Fringe benefits Health Insurance	427,717.00	9,373.00	437,090.00	36,273.42	.00	345,394.80	91,695.20	79	375,319.40
5110.210	Fringe benefits Dental Insurance	37,362.00	.00	37,362.00	2,952.28	.00	27,978.84	9,383.16	75	33,296.59
5110.220	Fringe benefits Life Insurance	1,164.00	.00	1,164.00	87.55	.00	746.78	417.22	64	882.83
5110.230	Fringe benefits LT disability Insurance	6,770.00	.00	6,770.00	545.50	.00	5,395.97	1,374.03	80	6,671.50
5110.235	Fringe benefits ST disability Insurance	9,355.00	.00	9,355.00	764.81	.00	7,565.33	1,789.67	81	11,257.00
5110.240	Fringe benefits Workers compensation Insurance	2,063.00	.00	2,063.00	171.92	.00	1,719.20	343.80	83	3,044.00
5110.300	Fringe benefits Retirement	123,867.00	(894.00)	122,973.00	8,753.16	.00	91,461.75	31,511.25	74	109,941.91



LSA Budget Performance report thru Oct 31, 2018 (unaudited)

Fiscal Year to Date 10/31/18

Exclude Rollup Account

5196	Fringe benefits - turnover savings	.00	(4,160.00)	.00	.00	(4,160.00)	0	.00
5198	Fringe benefits - Budget only	2,297.00	.00	.00	.00	.00	+++	.00
5300	Supplies	4,000.00	14,000.00	.00	212.66	13,787.34	2	1,740.37
5300.001	Supplies Office	15,000.00	15,000.00	1,543.18	14,754.38	245.62	98	14,865.31
5300.003	Supplies Technology	.00	.00	.00	.00	.00	+++	760.00
5300.004	Supplies Postage	29,000.00	29,000.00	2,469.40	25,480.42	3,519.58	88	30,466.42
5305	Dues and memberships	2,170.00	2,170.00	.00	2,155.00	15.00	99	1,760.00
5306.100	Maintenance agreement Software	6,791.00	6,791.00	.00	1,058.77	5,732.23	16	997.80
5307.100	Repairs and maintenance Equipment	920.00	920.00	.00	920.00	.00	100	.00
5330	Books, periodicals, subscription	800.00	800.00	.00	479.99	320.01	60	678.61
5340	Travel and training	5,500.00	5,500.00	467.87	3,748.36	1,751.64	68	8,969.14
5600	Indirect cost	251,328.00	251,328.00	20,944.00	209,440.00	41,888.00	83	231,772.00
5601.100	Intra-county expense Technology services	158,370.00	158,370.00	8,240.53	130,953.38	27,416.62	83	139,492.71
5601.200	Intra-county expense Insurance	11,859.00	11,859.00	988.25	9,882.50	1,976.50	83	9,174.00
5601.300	Intra-county expense Other departmental	136,000.00	136,000.00	12,845.16	106,856.91	29,143.09	79	128,478.80
5601.400	Intra-county expense Copy center	650.00	650.00	100.00	450.70	199.30	69	730.95
5601.450	Intra-county expense Departmental copiers	3,751.00	3,751.00	312.58	3,125.80	625.20	83	3,713.00
5601.550	Intra-county expense Document center	2,894.00	2,894.00	151.16	1,921.56	972.44	66	2,901.61
5700	Contracted services	108,592.00	150,000.00	.00	16,630.36	147,243.00	43	116,354.15
5708	Professional services	150.00	.00	.00	.00	150.00	0	54.50
5710	Paper service - legal	30,000.00	30,000.00	2,533.05	20,819.00	9,181.00	69	31,436.42
5762	Med exams/autopsies/genetic test	18,000.00	18,000.00	1,185.00	13,322.00	4,678.00	74	18,168.23
5784	Interpreter services	3,000.00	3,000.00	222.75	978.75	2,021.25	33	2,895.50
9003.100	Transfer out General Fund	.00	.00	.00	.00	.00	+++	72,933.87
Division 001 - General Totals		\$3,223,790.00	\$194,512.00	\$243,195.11	\$2,588,805.09	\$812,866.55	76%	\$3,110,224.62
Department 017 - Child Support Totals		\$3,223,790.00	\$194,512.00	\$243,195.11	\$2,588,805.09	\$812,866.55	76%	\$3,110,224.62
EXPENSE TOTALS		\$3,223,790.00	\$194,512.00	\$243,195.11	\$2,588,805.09	\$812,866.55	76%	\$3,110,224.62
Fund 210 - Child Support Totals								
REVENUE TOTALS		3,223,790.00	194,512.00	210,021.73	2,732,073.24	686,228.76	80%	3,110,224.62
EXPENSE TOTALS		3,223,790.00	194,512.00	243,195.11	2,588,805.09	812,866.55	76%	3,110,224.62
Fund 210 - Child Support Totals		\$0.00	\$0.00	(\$33,173.38)	\$143,268.15	(\$126,637.79)		\$0.00
Grand Totals								
REVENUE TOTALS		3,223,790.00	194,512.00	210,021.73	2,732,073.24	686,228.76	80%	3,110,224.62
EXPENSE TOTALS		3,223,790.00	194,512.00	243,195.11	2,588,805.09	812,866.55	76%	3,110,224.62
Grand Totals		\$0.00	\$0.00	(\$33,173.38)	\$143,268.15	(\$126,637.79)		\$0.00

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Child Support Agency Director Summary October/November 2018

Performance Measures Comparison

Federal Performance Measures October	Brown YTD 2018	Brown YTD 2017	YTD Improvement 2017 vs 2018	State Average	Brown vs. State
Court Order Rate	91.57%	91.64%	.14%	86.95%	4.62%
Paternity Establish Rate	93.49%	93.44%	2.87%	90.02%	3.47%
Current Supp Collections	77.80%	77.57%	.23%	76.69%	1.11%
Arrears Collection Rate	33.00%	32.21%	.79%	36.53%	-3.53%

October comparisons	Brown County 2018	Brown County 2017	Difference 2017 vs 2018	Statewide Total increase	Average Caseload
Caseload size	14,349	14,31	-22	-967	1,089

ELEVATE GRANT ACTIVITIES (Empowering Lives thru Education, Vocational Assessment, Training & Employment)

- Discussion about transition of ELEVATE Coordinator back to CSA with employment, as well as child support service delivery, being one contact beginning in 2019 by new Employment Specialist with CSA. This transition should be seamless.
- Management continues participation on weekly BCS led workgroup to establish the expectations and rollout of the future demonstration project.
- Fully executed final contract with FSC for employment services. This contract expires on December 31, 2018.

ELEVATE Outcomes-October

Outcomes of grantee participation (as of October 1, 2018) are as follows:

NCP's Enrolled: **Active: 129 Inactive: 35**

NCP's who remitted payment after enrollment: **135 out of 164 or 82%**

In October, **95 out of 164 NCP's, or 58%**, remitted some type of payment

Note: this percentage was never tracked in SPSK as it does not take into consideration NCP's:

- newly enrolled
- between jobs
- incarcerated or
- medically unable to work

ACCESS & VISITATION GRANT ACTIVITIES

- Co-Parenting Seminars continue to be offered monthly for both day and evening sessions.
- A&V appearance at the BC Jail to explain services available upon release – CS reference guide also provided.

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OPERATIONS

Agency Updates

- Rolled out WiKIDS DocGen system for the purpose of drafting documents related to child support administration.
- Presented at W2 Conference in Green Lake on October 24th to provide overview (with Kenosha County) on employment services offered through the modernized Child Support Program Service Delivery systems in both counties.
- Worked with HR & Administration to finalize class & comp processes.
- End of year evaluations were held with all staff to touch base regarding their performance over the past year.
- Community Corrections Coalition met on November 2nd and then held an open house on November 16th for Probation and Parole agents in area. Two sessions were conducted and a host of speakers, including the CSA Director, presented on services offered to assist individuals in obtaining & maintaining employment. A tour of the Job Center followed thereafter.
- Updated 2018 SMART goals, created 2019 SMART goals, drafted annual report and 2018 Department Accomplishments.
- Revisiting WOW developed "Code of Ethics" for adoption and full integration into department.

Support Services Area Updates

- Led by the WOW workgroup, staff met to discuss the processes and flow of the reception area and incoming phone calls. The receptionist will once again be directing anyone with case questions to our Support Information Center for assistance. Our Financial unit has begun taking phone calls from the lobby phone in an effort to "retrain" our participants that they can receive our services via phone rather than by coming into the office. The WOW workgroup will continue to determine the parameters for which questions/situations should be handled by our Support Information Center and which by our case specialists to ensure the best service for everyone.
- Candice Matuszak provided notice that she'll be leaving her position in our department at the end of November and relocating out of state. We wish her well in her future endeavors. We've begun the process to fill the vacancy this creates and have made arrangements for coverage of her duties in the meantime. A title change has been approved from Clerk/Typist II to Legal Assistant to more clearly reflect the role/scope of duties.
- After seven weeks of assigning paternity cases based on a rotation (rather than by alphabet), all three caseloads remain within 10 cases of the average paternity caseload size. This change in procedure is proving to be a much more effective means of equally distributing work.

Enforcement Updates

- WOW workgroup met to discuss the overall case workload, with an emphasis on performance and workload distribution. We are well above our performance requirements in establishment (both PAT and ATC) while we have struggled in CSUP and arrears remittance performance. The group is discussing possible workload redesign options to explore the merits of further specialization. Feedback from the pilot pod group has been overwhelmingly positive when asked about the efficiency of focusing on one area of specialization.
- Brown County CSA is participating (at the request of BCS) in a Financial Institution Data Match (FIDM) Potential Collection Pilot Project to assist the state in developing improved reports for county use in improving upon our account seizure capabilities.
- Transitioned from scheduling court translation with International Translators (IT) to SWITS, while continuing to utilize IT for in-agency Somali translation as needed. All hearings scheduled through 2018 have been coordinated with SWITS.
- CSA now has a regional Child Support W2 Liaison with BCS. Judi will be meeting with CSA's to learn the process/eligibility for NCP's to take advantage of W2 services for cases where the CP is receiving W2 benefits. Further information about this position and its relevance to CSA procedure to be received.

- Management team met with CSA Attorneys to discuss and develop a process for serving customers who are or may be represented by counsel. Procedures to be documented in a reference guide for staff so they know how to proceed when they learn that a party is represented.



Oct Unaudited DoTS Financial Report

Through 10/31/18
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 670 - BC Community Area Network									
REVENUE									
Intergov Revenue	44,133.00	.00	44,133.00	1,740.00	.00	49,506.00	(5,373.00)	112	31,481.33
Public Charges	25,048.00	.00	25,048.00	2,399.84	.00	193,199.42	(168,151.42)	771	28,335.30
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$69,181.00	\$0.00	\$69,181.00	\$4,139.84	\$0.00	\$242,705.42	(\$173,524.42)	351%	\$59,816.63
EXPENSE									
Operating Expenses	134,108.00	.00	134,108.00	23,581.35	8,335.08	115,335.28	10,437.64	92	106,037.56
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$134,108.00	\$0.00	\$134,108.00	\$23,581.35	\$8,335.08	\$115,335.28	\$10,437.64	92%	\$106,037.56
Fund 670 - BC Community Area Network Totals									
REVENUE TOTALS	69,181.00	.00	69,181.00	4,139.84	.00	242,705.42	(173,524.42)	351%	59,816.63
EXPENSE TOTALS	134,108.00	.00	134,108.00	23,581.35	8,335.08	115,335.28	10,437.64	92%	106,037.56
Fund 670 - BC Community Area Network Totals	(\$64,927.00)	\$0.00	(\$64,927.00)	(\$19,441.51)	(\$8,335.08)	\$127,370.14	(\$183,962.06)		(\$46,220.93)
Fund 710 - Technology Services									
REVENUE									
Intergov Revenue	236,721.00	.00	236,721.00	12,222.16	.00	195,602.16	41,118.84	83	200,082.09
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	5,032,015.00	.00	5,032,015.00	260,791.63	.00	4,126,941.87	905,073.13	82	3,985,099.07
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$5,268,736.00	\$0.00	\$5,268,736.00	\$273,013.79	\$0.00	\$4,322,544.03	\$946,191.97	82%	\$4,185,181.16
EXPENSE									
Personnel Costs	1,725,100.00	(37,295.00)	1,687,805.00	140,255.14	.00	1,364,989.90	322,815.10	81	1,279,401.39
Operating Expenses	3,880,073.00	50,295.00	3,930,368.00	131,002.62	244,112.57	3,254,831.27	431,424.16	89	3,211,465.54
Outlay	.00	.00	.00	.00	.00	1,774.84	(1,774.84)	+++	.00
EXPENSE TOTALS	\$5,605,173.00	\$13,000.00	\$5,618,173.00	\$271,257.76	\$244,112.57	\$4,621,596.01	\$752,464.42	87%	\$4,490,866.93
Fund 710 - Technology Services Totals									
REVENUE TOTALS	5,268,736.00	.00	5,268,736.00	273,013.79	.00	4,322,544.03	946,191.97	82%	4,185,181.16
EXPENSE TOTALS	5,605,173.00	13,000.00	5,618,173.00	271,257.76	244,112.57	4,621,596.01	752,464.42	87%	4,490,866.93
Fund 710 - Technology Services Totals	(\$336,437.00)	(\$13,000.00)	(\$349,437.00)	\$1,756.03	(\$244,112.57)	(\$299,051.98)	\$193,727.55		(\$305,685.77)
Grand Totals									
REVENUE TOTALS	5,337,917.00	.00	5,337,917.00	277,153.63	.00	4,565,249.45	772,667.55	86%	4,244,997.79
EXPENSE TOTALS	5,739,281.00	13,000.00	5,752,281.00	294,839.11	252,447.65	4,736,931.29	762,902.06	87%	4,596,904.49
Grand Totals	(\$401,364.00)	(\$13,000.00)	(\$414,364.00)	(\$17,685.48)	(\$252,447.65)	(\$171,681.84)	\$9,765.49		(\$351,906.70)

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DoTS, Monthly Report, Dec 5th 2018

Covers Oct & Nov 2018 Technology Services Activity

Items of Note

1. Any questions regarding the DoTS monthly budget reports.
2. Funding for Box Storage

Staffing Report:

3. Replacing "Enterprise System Analyst II (Desktop)". Vacant since Oct 5th, interviews started Dec 3rd

Project/Activity Updates

Over 40 active projects (remains higher than normal). 2019 through 2021 are looking to be even busier. The number of new systems and upgrades is increasing.

4. **New tax system (LandNav)** vendor is working to meet RFP requirements.
 - a. The go-live will slide to 2019 tax season (May/June 2019).
 - b. One municipality will be parallel tested in the tax billing and collection cycle this November thru Jan/Feb.
 - c. We are using the existing solution to process taxes for 2018 (activity in progress).
5. **Computer Aided Dispatch (Securus) project** vendor continues to work toward compliance with RFP. No go live set. Will delay go live until functionality is confirmed by PSC staff. *See Public Safety Committee for more information.*
6. **Cyber Security Updates:**
 - a. Phishing tests – and malicious email education ongoing
 - b. Beginning work to contract with MSISAC for cyber security support (Completed by end of 2019)
7. **Numerous Sheriff projects:**
 - a. Crime Mapping software – testing continues (data interfaces completed)
 - b. Working on Sheriff Jail Camera project – est. end of December completion for door control portion. Then camera portion of project on track for completion by end of 2019.
8. Working with Sheriff and D/A for ad-hoc long term high volume storage. Researching other tools now.

9. Windows 10, Office 2016 and Server 2012/6 upgrades and rollout continue complete by end of 2019 (Deadline Jan 2020). In place upgrade in Finance successful. Inventory work ongoing.
10. BCCAN
 - a. eRate for GB Public Schools Project – project continues on track
 - b. Fiber for the Paper Making Corridor project started (bids awarded at last full board meeting) – with target to be completed by end of 2018.
11. Planning for Dept of Health Moves continues, numerous smaller preparatory moves ongoing. Current plan is that all moves will be complete by March 4th, 2019. See Human Services for more info.
12. Office 365 Work
 - a. SharePoint for Government migration in progress target end of Jan 2019
 - b. Full Office 365 Government Migration likely to continue through Q4 2019.
13. Milestone video surveillance system clustering redundancy testing completed, continuing with remaining grouped servers.
14. Outstanding items for the County Board:
 - a. RFI for 4g/5g no promise date for this yet (work has started, working to find partner to assist; initial draft report created)
 - b. Working with PSC, Sheriff and Corp Counsel on outline for resolution for chargeback related to 911/CAD and Netmotion. No promise date (to kick off after Nov elections – likely early 2019).
15. Beginning preparation for
 - a. Financial/ERP upgrades rescheduled by vendor. Major upgrades now planned for 2019 only.
 - b. 911 Radio Tower change in 2020. See Public Safety for more information (2019 budget for 2020)
 - c. Document management system (Laserfiche) upgrade and server migration in progress
16. DoTS Construction related activity
 - a. UWGB STEM building groundbreaking was Sept 17th, work in progress.
 - b. Ongoing support for new construction for new Jail PODs and Medical Examiner buildings.
 - c. Computer and staff moves related to Health Department move starting in December and completing before March 2019.
17. Internet and Internet Website Improvement:
 - a. Name the Intranet contest was selected: MyBC see draft attached
 - b. Mockup of Layouts for Public Internet and MyBC created.
18. Dual internet and firewall upgrade work moved up due to performance issues with existing firewall. Work started in late November and will continue likely through Q2 2019.

DoTS Oct and Nov 2018 Completed Work

19. Public Safety Uninterruptable Power Supply project – Completed and certified (with no interruptions in service)
20. Wireless Credit Card readers for Zoo for ZooBoo Completed
21. Secure Credit card reader updates in various areas simplified access and improved processing time and reduced ongoing
22. Retired old CTC Lab System (services migrated to Avatar)
23. Worked with Green Bay City to use fiber to replace a failing Microwave Dish on Northern Building roof (City paid for it but we had to assist on the runs)
24. Upgraded email system to block more malicious email, and flag/tag suspicious email.
25. Commissary Application at Jail to replace Swanson Cobra Banker (UNPLANNED) Completed
26. **Completed Camera server upgrades.** Upgrading both software and providing database and application high availability.
 - a. DoTS initial server completed
 - b. Zoo and Parks completed
27. **Improved Cyber Security**
 - a. Syble Hopp smartphones moved to Mobile Device Management– Completed
 - b. Began scanning for vulnerabilities on networked devices – Active (ongoing)
 - c. Worked with County Clerk to improve Elections Security. Added cameras and other security, and worked with all election officials on Cyber Security.
28. Bay Shore Park Boat Launch – new camera for live stream on the internet LIVE
29. Office 365 Migration Cloud security completed (1st major step).

MyBC (employee) intranet website Mockup



County Brew



WisDOT interchange plans cause uncertainty

Sandy Kropp and her long-term ability to farm land at County VV and Highway 29 in Holbart are at the mercy of the Wisconsin Department of Transportation.
Oct. 25, 2018



Brown County, Green Bay to help pay for river cleanup

Allegations of irregularities in the U.S. Army Corps of Engineers' award of a Green Bay project to build a causeway for more than three times the price of the low bidder's offer...
Oct. 24, 2018



The push is on to make Highway GV four lanes

Another road project. Just what you wanted to read about in the midst of the construction frenzy during a hot summer in Wisconsin. But this is a construction bidding blog, so here's...
Oct. 22, 2018



Town raises taxes to challenge wind farm proposal

Morrison residents are skeptical that a proposed wind farm will be an economic generator for the town, so they are raising their taxes to find out for themselves. "In order to get...
Oct. 20, 2018



Town raises taxes to challenge wind farm proposal

Morrison residents are skeptical that a proposed wind farm will be an economic generator for the town, so they are raising their taxes to find out for themselves. "In order to get...
Oct. 20, 2018



Launch Pad

- Employee Email
- Reference Material
- Service Documentation
- County Directory

[Change Preferences](#)

Get Your Flu Shot

Make sure you and your family are covered!

Free vaccines, Thursday
Oct. 25 at 10:00am

Location: Building C

Calendar

Oct. 25, 2018 - 5:00 pm
Neville Public Museum: Dinner
Program - The Salem Witch trials

Oct. 26, 2018 - 5:00 pm
Neville Public Museum: School Day
Off - Engineering Adventures

Nov. 3, 2018 - 12:00 pm
L.H. Barkhausen Waterfowl Preserve
Ornament Workshop

[View All Events](#)



Common Apps

General

Services

Employee Community

Reference

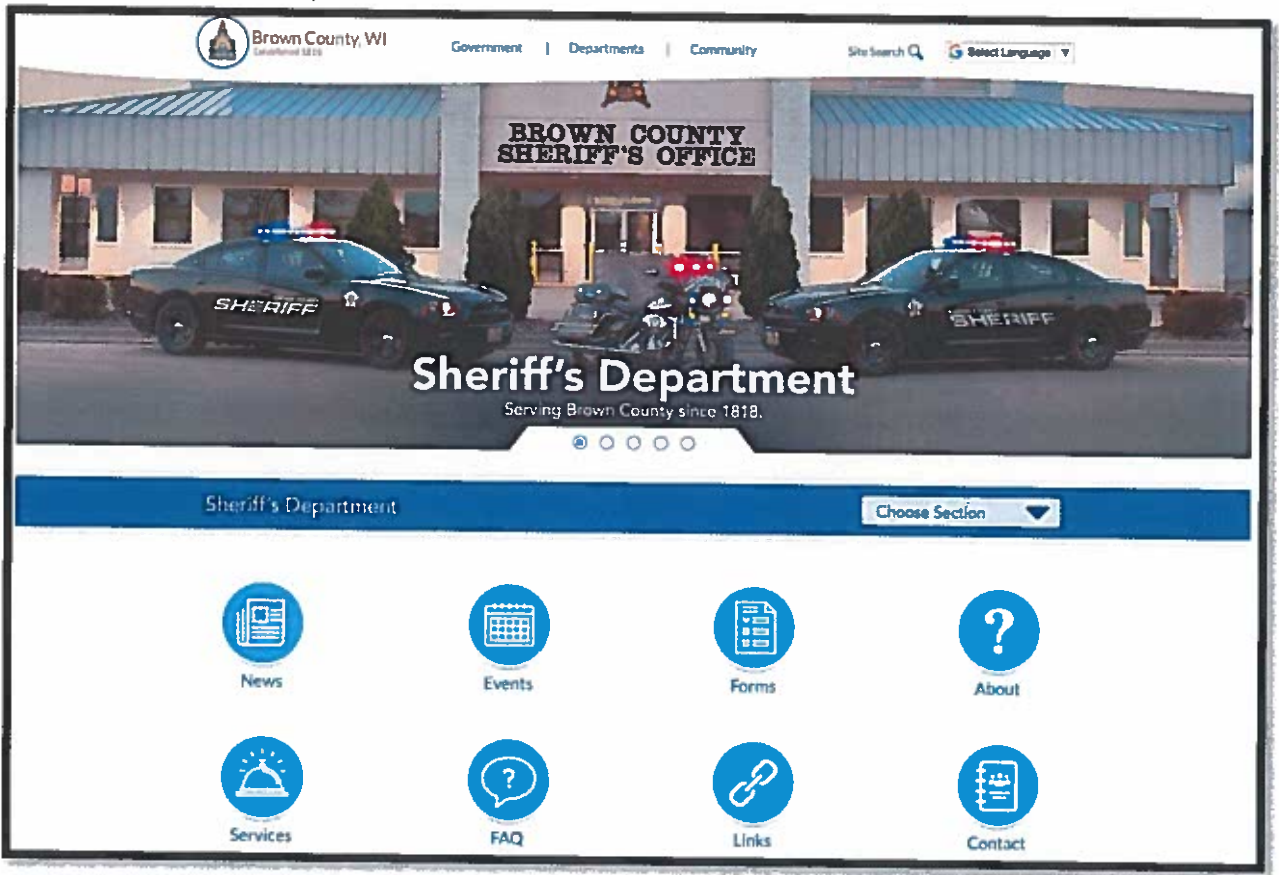
Legal Notice | Privacy Policy | Accessibility Policy
HIPAA Notice of Privacy Practices | Aviso de Prácticas de Privacidad
Linking Policy | County Site

Designed & Powered By
i3dmi

Public Website Mockup



Department Page Mockup





Treasurer's Budget Performance Report

Date Range 01/01/18 - 10/31/18
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
REVENUE								
Fund 100 - General Fund								
Department 080 - Treasurer								
Division 001 - General								
4100	General property taxes	(1,154,418.00)	.00	(1,154,418.00)	(96,201.50)	.00	(962,015.00)	83
4108	Interest on taxes	637,500.00	.00	637,500.00	47,645.67	.00	625,515.94	98
4109	Penalties on taxes	212,500.00	.00	212,500.00	23,392.61	.00	231,101.11	109
4110	Penalties on special assessments	40,000.00	.00	40,000.00	3,023.53	.00	29,002.67	73
4490	Ag use conversion	55,000.00	.00	55,000.00	.00	.00	95,953.32	174
4600	Charges and fees							
4600.890	Charges and fees Tax deed	40,000.00	.00	40,000.00	7,125.33	.00	33,715.16	84
4600 - Charges and fees Totals		\$40,000.00	\$0.00	\$40,000.00	\$7,125.33	\$0.00	\$33,715.16	84%
4900	Miscellaneous	1,000.00	.00	1,000.00	55.10	.00	26,025.62	2603
4905	Interest	779,955.00	.00	779,955.00	129,479.20	.00	1,023,529.96	131
4907	Unrealized Gain or Loss - Interest	.00	.00	.00	.00	.00	54,950.38	+++
4960	Gain or Loss on Sale - Tax Deeds	30,000.00	.00	30,000.00	10,629.85	.00	65,319.07	218
4990	Cash Over/Short	.00	.00	.00	6,126.84	.00	6,126.85	+++
9002	Transfer in							
9002.400	Transfer in Wages	.00	.00	.00	624.15	.00	5,878.16	+++
9002 - Transfer in Totals		\$0.00	\$0.00	\$0.00	\$624.15	\$0.00	\$5,878.16	+++
Division 001 - General Totals		\$641,537.00	\$0.00	\$641,537.00	\$131,900.78	\$0.00	\$1,235,103.24	193%
Department 080 - Treasurer Totals		\$641,537.00	\$0.00	\$641,537.00	\$131,900.78	\$0.00	\$1,235,103.24	193%
REVENUE TOTALS		\$641,537.00	\$0.00	\$641,537.00	\$131,900.78	\$0.00	\$1,235,103.24	193%

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Treasurer's Budget Performance Report

Date Range 01/01/18 - 10/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
EXPENSE								
Department 080 - Treasurer								
Division 001 - General								
5100	Regular earnings	267,735.00	3,260.00	270,995.00	17,930.40	.00	191,434.51	71
5102	Paid leave earnings							
5102.100	Paid leave earnings Vacation	.00	.00	.00	861.89	.00	7,484.42	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	.00	2,311.32	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	437.24	.00	694.80	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	2,547.60	+++
5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$1,299.13	\$0.00	\$13,038.14	+++
5103	Premium							
5103.000	Premium Overtime	1,223.00	.00	1,223.00	.00	.00	136.68	11
5103 - Premium Totals		\$1,223.00	\$0.00	\$1,223.00	\$0.00	\$0.00	\$136.68	11%
5110	Fringe benefits							
5110.100	Fringe benefits FICA	20,575.00	249.00	20,824.00	1,385.84	.00	14,825.83	71
5110.110	Fringe benefits Unemployment compensation	337.00	.00	337.00	22.64	.00	242.30	72
5110.200	Fringe benefits Health Insurance	49,425.00	3,185.00	52,610.00	3,791.88	.00	37,997.73	72
5110.210	Fringe benefits Dental Insurance	4,265.00	.00	4,265.00	287.40	.00	2,894.13	68
5110.220	Fringe benefits Life Insurance	226.00	.00	226.00	28.44	.00	217.48	96
5110.230	Fringe benefits LT disability insurance	993.00	.00	993.00	68.35	.00	728.46	73
5110.235	Fringe benefits ST disability insurance	1,391.00	.00	1,391.00	95.83	.00	1,021.33	73
5110.240	Fringe benefits Workers compensation insurance	322.00	.00	322.00	26.83	.00	268.30	83
5110.300	Fringe benefits Retirement	18,230.00	(1,149.00)	17,081.00	1,288.37	.00	13,239.19	78
5110 - Fringe benefits Totals		\$95,764.00	\$2,285.00	\$98,049.00	\$6,995.58	\$0.00	\$71,434.75	73%
5198	Fringe benefits - Budget only	1,818.00	(1,818.00)	.00	.00	.00	.00	+++
5300	Supplies							
5300	Supplies	1,980.00	.00	1,980.00	132.31	.00	402.95	20
5300.001	Supplies Office	6,672.00	.00	6,672.00	.00	.00	1,553.91	23
5300.004	Supplies Postage	29,000.00	.00	29,000.00	1,394.21	.00	20,278.67	70
5300 - Supplies Totals		\$37,652.00	\$0.00	\$37,652.00	\$1,526.52	\$0.00	\$22,235.53	59%

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Treasurer's Budget Performance Report

Date Range 01/01/18 - 10/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
5304	Printing							
5304.100	Printing Forms	11,336.00	.00	11,336.00	.00	.00	5,995.28	53
	5304 - Printing Totals	\$11,336.00	\$0.00	\$11,336.00	\$0.00	\$0.00	\$5,995.28	53%
5305	Dues and memberships	125.00	.00	125.00	.00	.00	100.00	80
5306	Maintenance agreement							
5306.100	Maintenance agreement Software	2,294.00	.00	2,294.00	.00	.00	182.91	8
	5306 - Maintenance agreement Totals	\$2,294.00	\$0.00	\$2,294.00	\$0.00	\$0.00	\$182.91	8%
5307	Repairs and maintenance							
5307.100	Repairs and maintenance Equipment	1,200.00	.00	1,200.00	.00	.00	392.00	33
	5307 - Repairs and maintenance Totals	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$392.00	33%
5310	Advertising and public notice	1,000.00	.00	1,000.00	.00	.00	168.00	17
5330	Books, periodicals, subscription	332.00	.00	332.00	.00	.00	301.11	91
5340	Travel and training	1,400.00	.00	1,400.00	47.09	.00	221.36	16
5390	Miscellaneous	1,000.00	.00	1,000.00	100.00	.00	520.00	52
5392	Service fees	60,000.00	.00	60,000.00	5,343.88	.00	63,718.17	106
5410	Insurance							
5410.400	Insurance Bond	650.00	.00	650.00	.00	.00	866.25	133
	5410 - Insurance Totals	\$650.00	\$0.00	\$650.00	\$0.00	\$0.00	\$866.25	133%
5601	Intra-county expense							
5601.100	Intra-county expense Technology services	41,974.00	.00	41,974.00	2,195.92	.00	34,693.31	83
5601.200	Intra-county expense Insurance	2,011.00	.00	2,011.00	167.58	.00	1,675.80	83
5601.300	Intra-county expense Other departmental	300.00	.00	300.00	379.00	.00	1,166.25	389
5601.350	Intra-county expense Highway	1,000.00	.00	1,000.00	.00	.00	317.78	32
5601.400	Intra-county expense Copy center	1,000.00	.00	1,000.00	53.72	.00	446.66	45
5601.450	Intra-county expense Departmental copiers	403.00	.00	403.00	33.58	.00	335.80	83
5601.550	Intra-county expense Document center	7,701.00	.00	7,701.00	402.63	.00	5,118.17	66
	5601 - Intra-county expense Totals	\$54,389.00	\$0.00	\$54,389.00	\$3,232.43	\$0.00	\$43,753.77	80%
5700	Contracted services	42,119.00	.00	42,119.00	2,791.00	5,413.00	32,118.13	89
5810	Tax deed	50,000.00	.00	50,000.00	3,458.63	.00	23,378.63	47

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Treasurer's Budget Performance Report

Date Range 01/01/18 - 10/31/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
5815	Tax refund							
5815.100	Tax refund Personal property	7,000.00	.00	7,000.00	.00	.00	5,744.47	82
5815.110	Tax refund Real estate property	2,000.00	.00	2,000.00	.00	.00	.00	0
	5815 - Tax refund Totals	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$5,744.47	64%
5835	Soil testing	2,500.00	.00	2,500.00	577.32	.00	5,631.82	225
	Division 001 - General Totals	\$641,537.00	\$3,727.00	\$645,264.00	\$43,301.98	\$5,413.00	\$481,371.51	75%
	Department 080 - Treasurer Totals	\$641,537.00	\$3,727.00	\$645,264.00	\$43,301.98	\$5,413.00	\$481,371.51	75%
	EXPENSE TOTALS	\$641,537.00	\$3,727.00	\$645,264.00	\$43,301.98	\$5,413.00	\$481,371.51	75%
	Fund 100 - General Fund Totals	\$641,537.00	\$3,727.00	\$645,264.00	\$43,301.98	\$5,413.00	\$481,371.51	75%
	REVENUE TOTALS	641,537.00	.00	641,537.00	131,900.78	.00	1,235,103.24	193%
	EXPENSE TOTALS	641,537.00	3,727.00	645,264.00	43,301.98	5,413.00	481,371.51	75%
	Fund 100 - General Fund Totals	\$0.00	(\$3,727.00)	(\$3,727.00)	\$88,598.80	(\$5,413.00)	\$753,731.73	
	Grand Totals	641,537.00	.00	641,537.00	131,900.78	.00	1,235,103.24	193%
	EXPENSE TOTALS	641,537.00	3,727.00	645,264.00	43,301.98	5,413.00	481,371.51	75%
	Grand Totals	\$0.00	(\$3,727.00)	(\$3,727.00)	\$88,598.80	(\$5,413.00)	\$753,731.73	

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- ☐ 1 Reallocation from one account to another in the same level of appropriation Dept Head
- ☐ 2 Reallocation due to a technical correction that could include: Director of Admin
- Reallocation to another account strictly for tracking or accounting purposes
 - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation County Exec
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) County Exec
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) Admin Committee
- ☐ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation. Oversight Comm
2/3 County Board
- ☐ 6 Reallocation between two or more departments, regardless of amount Oversight Comm
2/3 County Board
- ☒ 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm *aw*
2/3 County Board
- ☐ 8 Any allocation from a department's fund balance Oversight Comm
2/3 County Board
- ☐ 9 Any allocation from the County's General Fund Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:

Increase real estate tax refund account by \$49,500 due to amounts owed to municipalities for reassessed properties resulting in tax decreases. The \$2,000 was originally budgeted but due to the yearly fluctuations in this account it is difficult to project with accuracy at budget time. Interest revenue is also increasing due to improved rates and will be used to offset the additional expense.

Amount - \$49,500

<u>Increase</u>	<u>Decrease</u>	<u>Account #</u>	<u>Account Title</u>	<u>Amount</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.080.001.5815.110	Tax Refund Real Estate Property	49,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.080.001.4905	Interest	49,500
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS

Paul Zeller

 Signature of Department Head
 Department: TREASURER
 Date: 11.28.18

[Signature]

 Signature of DOA or Executive
 Date: 11/22/18



Real Estate Evaluation Report



***Property Located at:
1338 Bond St
Green Bay, WI 54303***

**Prepared for
Brown County Treasurer**

October 10, 2018

**by:
Bay Title & Abstract, Inc.
David C. Doran**



**Brown County Treasurer
Real Estate Evaluation Report**

Date of Evaluation: October 10, 2018
Owner(s) Name: Brown County Treasurer
Property Address: 1338 Bond St., Green Bay, WI 54303
Tax Parcel: 5-1707 Site: 0.37 Acres Zoning: Res
R.E. Taxes: \$3,328.60 View: Homes Highest Best Use: SF
Current Use: Vacant Inspection: Interior and Exterior Water Sanitary: Municipal
Legal Description: La Combe Subdivision E 63.6 Ft of Lot 13 & West 26.4 Ft of Lot 14

Opinion of Value: \$120,000

Neighborhood Description: Older fully developed residential neighborhood on the City of Green Bay's near northwest side. Market area consists of mainly one and two story homes and a small percentage of surrounding rental property.

Data Sources Used: MLS, Inspection, Assessor and/or Assessordata.com and Tax Records.

Square Feet: 1,327 Age: 1954 Bdrms: 4 Design: Ranch
Condition: Average Garage: 1 Att Outbldgs: 2 Det 2 Deep Garage
Marketing Time: 2-3 Months Property Values: Stable
Market Conditions: Stable to Modest Increases Demand Supply: In Balance

Preparer: David C. Doran - Bay Title and Abstract, Inc.
1990-2005 Wis. Certified Residential Real Estate Appraiser #494

Signature: _____

This Evaluation is made only for the benefit of the Brown County Treasurer. The opinion expressed herein are not intended for any Borrower, Purchaser or Seller, and the Evaluator expressly disclaims any and all liability to such parties.



Real Estate Evaluation Report



***Property Located at:
2535 West Point Rd
Green Bay, WI 54304***

**Prepared for
Brown County Treasurer**

September 17, 2018

**by:
Bay Title & Abstract, Inc.
David C. Doran**



**Brown County Treasurer
Real Estate Evaluation Report**

Date of Evaluation: September 17, 2018
Owner(s) Name: Brown County Treasurer
Property Address: 2535 West Point Rd., Green Bay, WI 54304
Tax Parcel: 6H-1223-2 Site: 0.25 Acres Zoning: Res
R.E. Taxes: \$2,847.90 View: Homes Highest Best Use: SF
Current Use: Vacant Inspection: Interior and Exterior Water Sanitary: Municipal
Legal Description: Parcel B of CSM 63 Being Part of Gov Lot 3 Sec 32 T24N R20E

Opinion of Value: \$81,000

Neighborhood Description: Older fully developed residential neighborhood on the City of Green Bay's southwest side. Market area consists of single family one and two story homes. Most amenities including elementary, middle and high schools are located in close proximity.

Data Sources Used: MLS, Inspection, Assessor and/or Assessordata.com and Tax Records.

Square Feet: 1,260 Age: 1965 Bdrms: 3 Design: Ranch
Condition: Fair Garage: 2 Att Outbldgs: None

Marketing Time: 2-3 Months Property Values: Increasing
Market Conditions: Stable to Modest Increases Demand Supply: In Balance

Preparer: David C. Doran – Bay Title and Abstract, Inc.
1990-2005 Wis. Certified Residential Real Estate Appraiser #494

Signature: _____

This Evaluation is made only for the benefit of the Brown County Treasurer. The opinion expressed herein are not intended for any Borrower, Purchaser or Seller, and the Evaluator expressly disclaims any and all liability to such parties.



Real Estate Evaluation Report



***Property Located at:
1233-1235 Reber St
Green Bay, WI 54302***

**Prepared for
Brown County Treasurer**

August 3, 2018

**by:
Bay Title & Abstract, Inc.
David C. Doran**



**Brown County Treasurer
Real Estate Evaluation Report**

Date of Evaluation: August 3, 2018
Owner(s) Name: Brown County Treasurer
Property Address: 1233-1235 Reber St., Green Bay, WI 54302
Tax Parcel: 20-44-37 Site: 0.198 Acres Zoning: Res
R.E. Taxes: \$275.80 View: Homes Highest Best Use: SF
Current Use: Bare Land Inspection: Site Water/Sanitary: Municipal
Legal Description: Eastmans Addition Lot 33 Block 44

Opinion of Value: \$3,000

Neighborhood Description: Subject parcel is located in a mature residential neighborhood on the City of Green Bay's near northeast side. Market area consists of single family homes with a mix of surrounding rental property.

Data Sources Used: MLS, Inspection, and Tax Records.

Marketing Time: 3-6 Months Property Values: Stable
Market Conditions: Stable to Modest Increases Demand Supply: In Balance

Preparer: David C. Doran – Bay Title and Abstract, Inc.
1990-2005 Wis. Certified Residential Real Estate Appraiser #494

Signature: 

This Evaluation is made only for the benefit of the Brown County Treasurer. The opinion expressed herein are not intended for any Borrower, Purchaser or Seller, and the Evaluator expressly disclaims any and all liability to such parties.

HB-250-1-2-1 Aerial L2



11/15/2018, 9:23:28 AM




Tax Parcel

Condominium

Gap: Overlap

 Hydrograph

Hydrography
Right of Way

	Hydrograph	Right of Way	Tax Parcel
1			

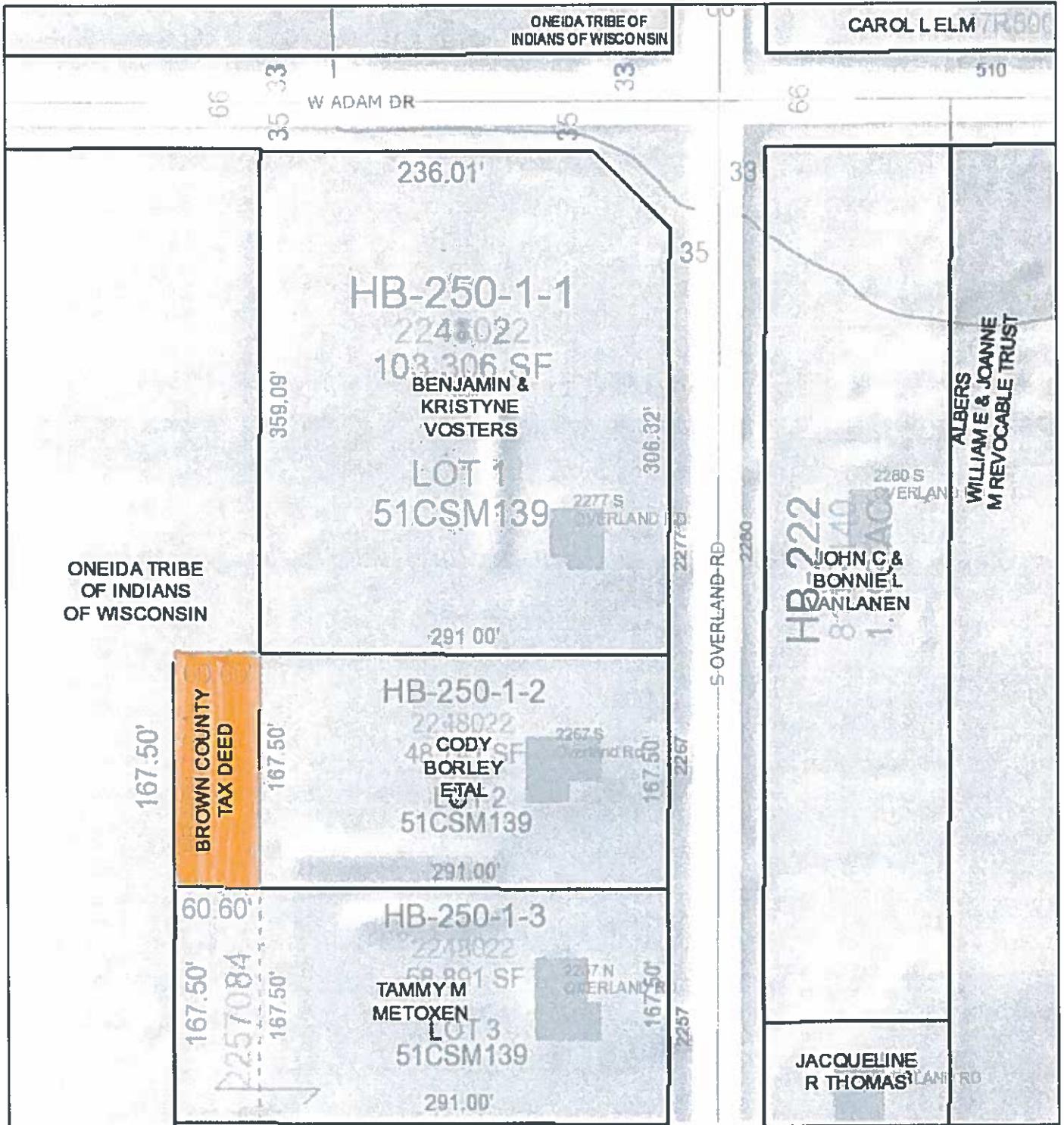
☐ Undetermined

1.720

Brown County Municipalities
Brown County

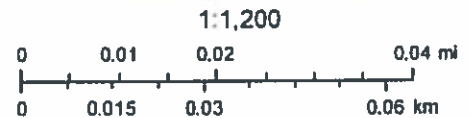
Brown County WI
www.gcis.co.brown.wi.us

HB-250-1-2-1 Map P2



11/15/2018, 9:21:45 AM

- TaxParcel**
- ☐ Condominium
 - ☐ Gap; Overlap
 - ☐ Hydrography
 - ☐ Right of Way
 - ☐ TaxParcel
 - ☐ Undetermined



Brown County Municipalities
Brown County
Brown County WI

SU-2496 Aerial L3



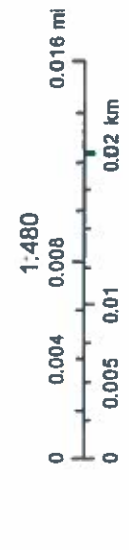
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TaxParcel

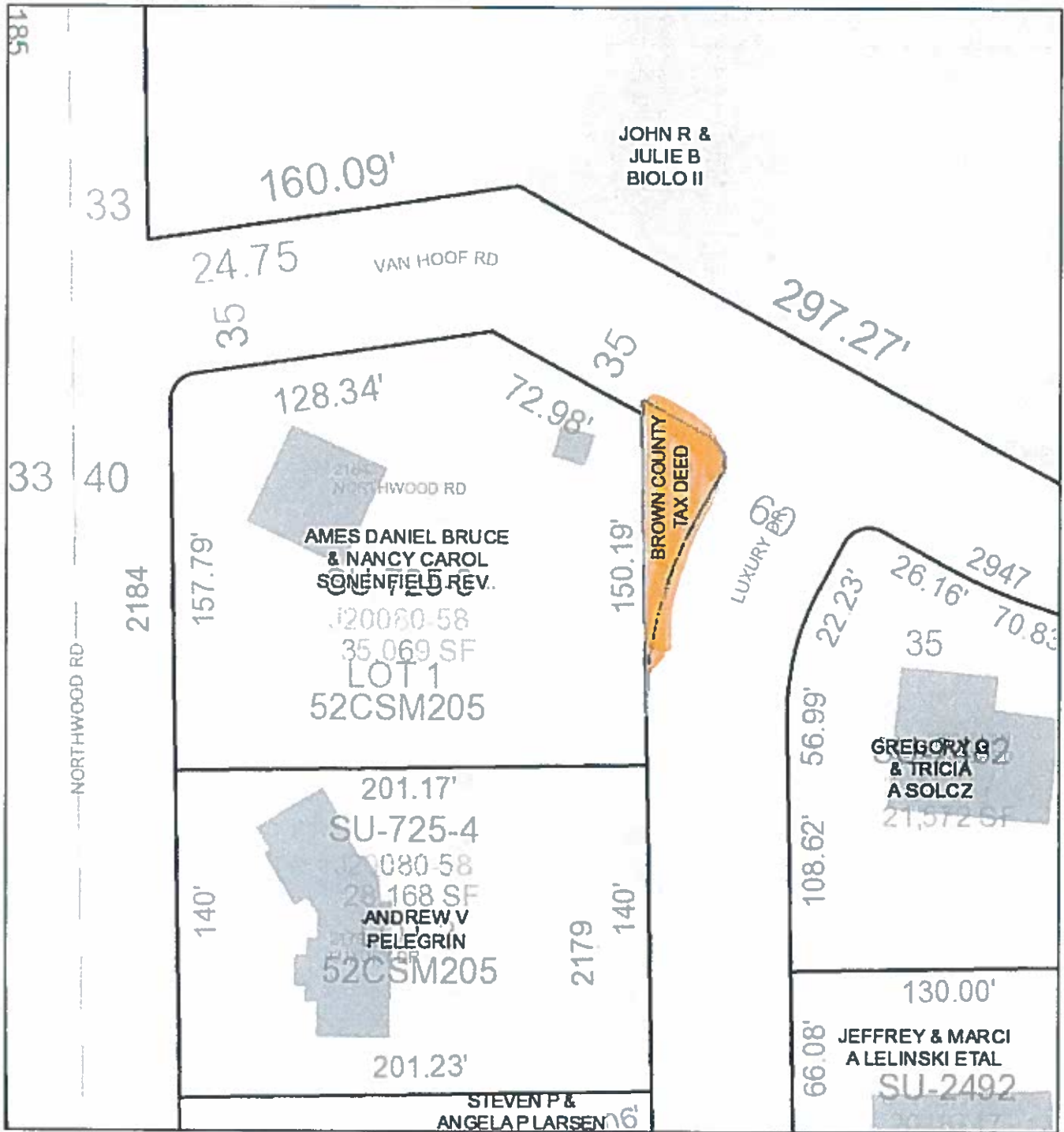
- ☒ Condominium
- ☐ Gap; Overlap

- ☒ Hydrography
- ☐ Right of Way
- ☐ TaxParcel

- ☐ Undetermined



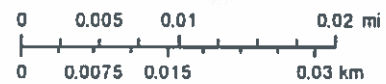
SU-2496 Map P1



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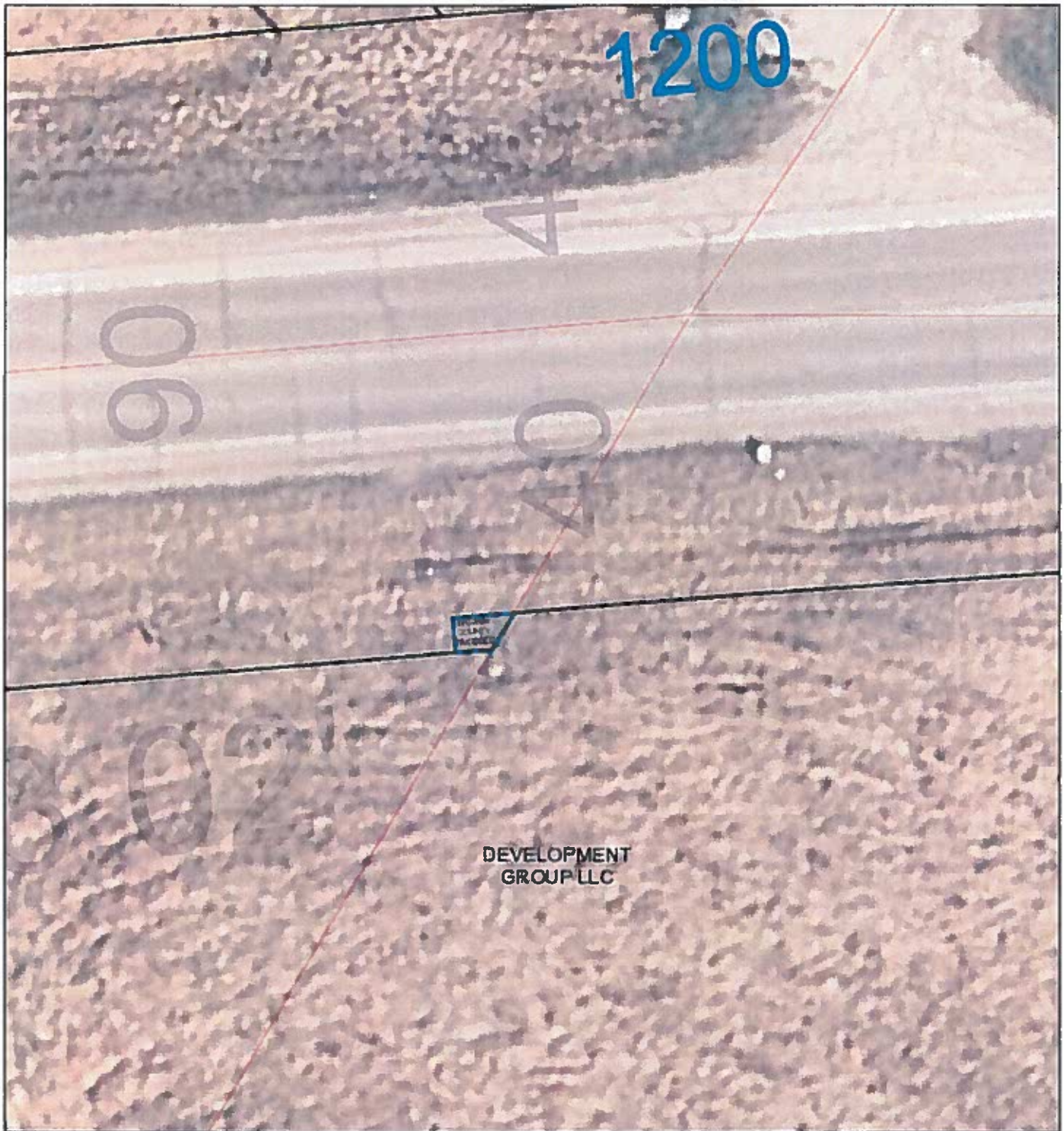
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- TaxParcel**
- ☐ Condominium
 - ☐ Gap; Overlap
 - ☐ Hydrography
 - ☐ Right of Way
 - ☐ TaxParcel
 - ☐ Undetermined



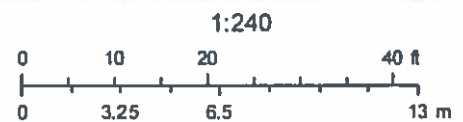
Brown County Municipalities
Brown County

HB-347-A Portrait Aerial 4



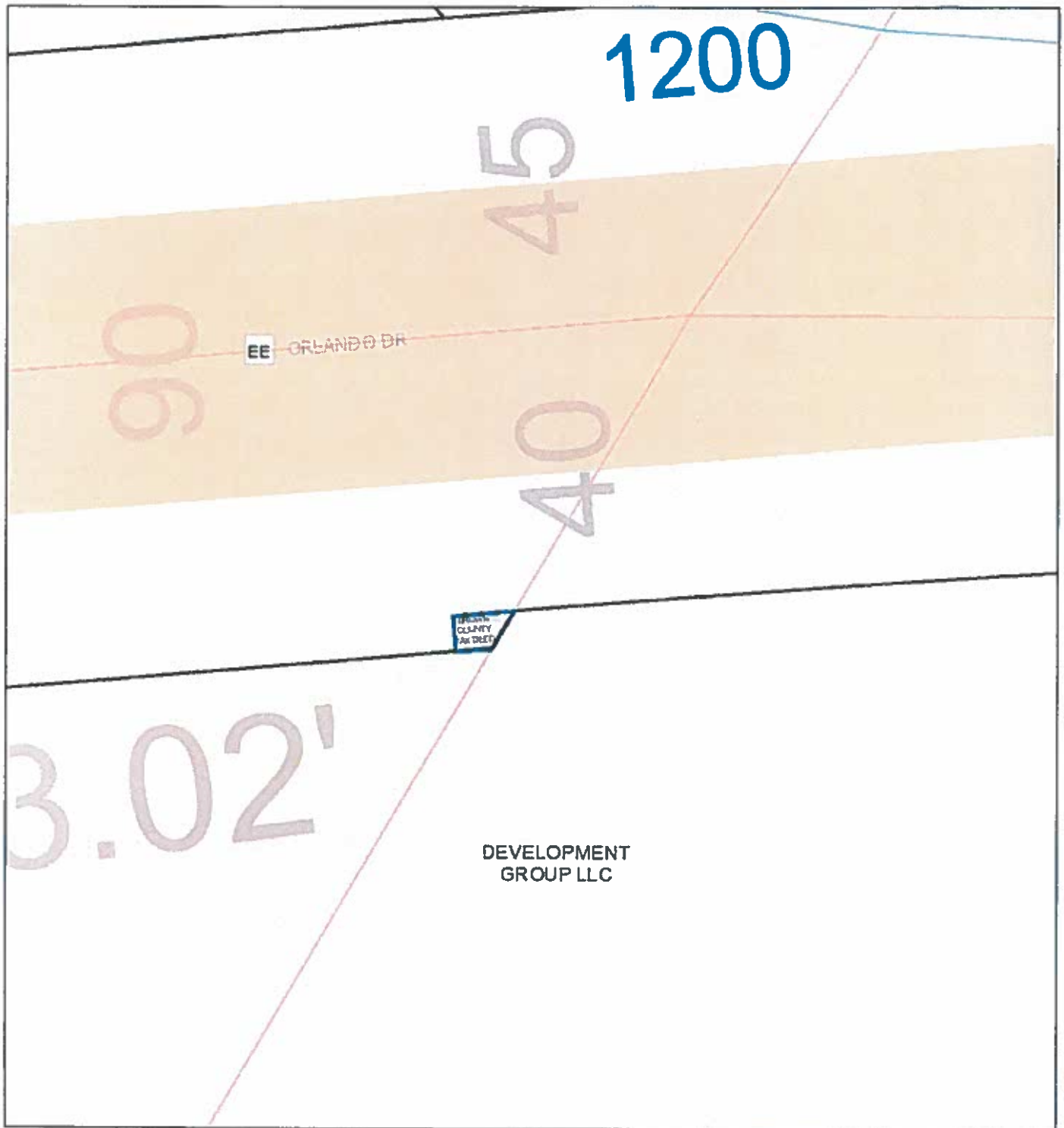
11/26/2018, 3:44:31 PM

- TaxParcel**
- ☐ Condominium
 - ☐ Gap, Overlap
 - ☐ Hydrography
 - ☐ Right of Way
 - ☐ TaxParcel
 - ☐ Undetermined



Brown County Municipalities
Brown County
Brown County WI

HB-347-A Portrait Map 4



11/26/2018, 3:44:51 PM

1:240

TaxParcel



Condominium



Gap; Overlap



Hydrography



Right of Way



TaxParcel



Undetermined



Brown County Municipalities
Brown County
Brown County WI



Corp Counsel - 10-31-2018 - Unaudited Budget Performance Report

Fiscal Year to Date 10/31/18
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% Used/	Prior Year Total
REVENUE										
Fund 100 - General Fund										
Department 016 - Corporation Counsel										
Division 001 - General										
4100	General property taxes	602,290.00	.00	602,290.00	50,190.83	.00	501,908.30	100,381.70	83	679,501.00
4600	Charges and fees	500.00	.00	500.00	.00	.00	1,194.01	(694.01)	239	302.80
4600.161	Charges and fees Legal	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$1,194.01	(\$694.01)	239%	\$302.80
4700	Intergovt charges	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	930.00
4700.003	Intergovt charges Municipalities	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%	\$930.00
9000	Carryover	.00	.00	.00	.00	.00	.00	.00	+++	29,309.00
9004	Intrafund Transfer In	.00	250,000.00	250,000.00	.00	.00	250,000.00	.00	100	.00
9004.200	Intrafund Transfer In HR	.00	10,652.00	10,652.00	.00	.00	10,652.00	.00	100	.00
9004 - Intrafund Transfer In Totals										
		\$0.00	\$260,652.00	\$260,652.00	\$0.00	\$0.00	\$260,652.00	\$0.00	100%	\$0.00
4700 - Intergovt charges Totals										
		\$605,790.00	\$260,652.00	\$866,442.00	\$50,190.83	\$0.00	\$763,754.31	\$102,687.69	88%	\$710,042.80
		\$605,790.00	\$260,652.00	\$866,442.00	\$50,190.83	\$0.00	\$763,754.31	\$102,687.69	88%	\$710,042.80
REVENUE TOTALS										
		\$605,790.00	\$260,652.00	\$866,442.00	\$50,190.83	\$0.00	\$763,754.31	\$102,687.69	88%	\$710,042.80
EXPENSE										
Department 016 - Corporation Counsel										
Division 001 - General										
5100	Regular earnings	497,284.00	9,315.00	506,599.00	31,631.96	.00	342,730.60	163,868.40	68	432,474.05
5102	Paid leave earnings	.00	.00	.00	1,060.68	.00	16,108.69	(16,108.69)	+++	23,650.36
5102.100	Paid leave earnings Vacation	.00	.00	.00	83.36	.00	5,915.71	(5,915.71)	+++	7,713.30
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	.00	809.84	(809.84)	+++	2,597.92
5102.300	Paid leave earnings Casual time used	.00	.00	.00	.00	.00	7,450.64	(7,450.64)	+++	15,492.91
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	2,084.00	(2,084.00)	+++	3,475.04
5102.800	Paid leave earnings Disability	.00	.00	.00	.00	.00	.00	.00	+++	\$52,929.53
5102 - Paid leave earnings Totals										
		\$0.00	\$0.00	\$0.00	\$1,144.04	\$0.00	\$32,368.88	(\$32,368.88)	+++	\$52,929.53
5103	Premium	.00	.00	.00	.00	.00	.00	.00	+++	46.04
5103.000	Premium Overtime	.00	.00	.00	.00	.00	.00	.00	+++	6,342.08
5103.110	Premium Casual time payout	.00	.00	.00	.00	.00	.00	.00	+++	\$6,388.12
5103 - Premium Totals										
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$6,388.12
5109	Salaries reimbursement	.00	.00	.00	.00	.00	(2,084.00)	2,084.00	+++	(4,369.92)
5109.100	Salaries reimbursement Short term disability	(210,327.00)	.00	(210,327.00)	(18,021.16)	.00	(163,971.33)	(46,355.67)	78	(168,570.25)
5109.300	Salaries reimbursement IV-E	(\$210,327.00)	\$0.00	(\$210,327.00)	(\$18,021.16)	\$0.00	(\$166,055.33)	(\$44,271.67)	79%	(\$172,940.17)
5109 - Salaries reimbursement Totals										
		38,043.00	713.00	38,756.00	2,341.96	.00	27,064.90	11,691.10	70	35,253.89
5110	Fringe benefits	622.00	.00	622.00	38.30	.00	442.47	179.53	71	879.70
5110.100	Fringe benefits FICA									
5110.110	Fringe benefits Unemployment compensation									



Corp Counsel - 10-31-2018 - Unaudited Budget Performance Report

Fiscal Year to Date 10/31/18
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/	Prior Year Total
Fund 100 - General Fund	EXPENSE									
Department 0016 - Corporation Counsel										
Division 001 - General										
5110 Fringe benefits										
5110.200	Fringe benefits Health Insurance	83,097.00	5,356.00	88,453.00	6,455.86		63,668.53	24,784.47	72	77,273.59
5110.210	Fringe benefits Dental Insurance	7,964.00	.00	7,964.00	557.24		5,465.93	2,498.07	69	7,532.23
5110.220	Fringe benefits Life Insurance	304.00	.00	304.00	24.85		228.11	75.89	75	230.45
5110.230	Fringe benefits LT disability Insurance	1,956.00	.00	1,956.00	140.25		1,355.94	600.06	69	2,045.20
5110.235	Fringe benefits ST disability Insurance	2,744.00	.00	2,744.00	196.62		1,900.94	843.06	69	2,389.00
5110.240	Fringe benefits Workers compensation Insurance	596.00	.00	596.00	49.67		496.70	99.30	83	872.00
5110.300	Fringe benefits Retirement	35,805.00	(1,404.00)	34,401.00	2,196.00		24,992.15	9,408.85	73	33,161.05
	5110 - Fringe benefits Totals	\$171,131.00	\$4,665.00	\$175,796.00	\$12,000.75		\$125,615.67	\$50,180.33	71%	\$159,637.11
5198	Fringe benefits - Budget only	3,328.00	(3,328.00)	.00	.00		.00	.00	+++	.00
5300 Supplies										
5300	Supplies	.00	.00	.00	.00		.00	(495.00)	+++	744.99
5300.001	Supplies Office	4,500.00	.00	4,500.00	390.28		1,842.82	2,657.18	41	3,446.38
5300.004	Supplies Postage	2,000.00	.00	2,000.00	362.96		1,798.44	201.56	90	1,400.50
	5300 - Supplies Totals	\$6,500.00	\$0.00	\$6,500.00	\$753.24		\$4,136.26	\$2,363.74	64%	\$5,591.87
5303	Copy expense	100.00	.00	100.00	.00		197.95	(97.95)	198	20.76
5305	Dues and memberships	3,175.00	.00	3,175.00	.00		2,500.20	674.80	79	2,861.06
5310	Advertising and public notice	3,000.00	.00	3,000.00	175.01		1,477.55	1,522.45	49	3,860.23
5330	Books, periodicals, subscription	11,706.00	.00	11,706.00	907.17		9,859.45	1,846.55	84	14,374.64
5335	Software/licenses	.00	.00	.00	173.34		17,681.86	(17,681.86)	+++	.00
5340	Travel and training	4,500.00	.00	4,500.00	498.00		932.08	3,567.92	21	3,270.50
5395	Equipment - nonoutlay	.00	.00	.00	.00		1,780.00	(1,780.00)	+++	7,150.00
5601 Intra-county expense										
5601.100	Intra-county expense Technology services	35,569.00	.00	35,569.00	1,853.39		29,358.30	6,210.70	83	32,257.66
5601.200	Intra-county expense Insurance	2,197.00	.00	2,197.00	183.08		1,830.80	366.20	83	2,481.00
5601.300	Intra-county expense Other departmental	.00	.00	.00	.00		143.00	(143.00)	+++	.00
5601.400	Intra-county expense Copy center	500.00	.00	500.00	8.00		176.00	324.00	35	264.00
5601.450	Intra-county expense Departmental copiers	2,755.00	.00	2,755.00	229.58		2,295.80	459.20	83	2,728.00
5601.550	Intra-county expense Document center	1,168.00	.00	1,168.00	61.22		778.21	389.79	67	646.36
	5601 - Intra-county expense Totals	\$42,189.00	\$0.00	\$42,189.00	\$2,335.27		\$34,582.11	\$7,606.89	82%	\$38,377.02
5708	Professional services	300.00	.00	300.00	30.58		401.46	(101.46)	134	2,428.45
5710	Paper service - legal	4,325.00	.00	4,325.00	.00		725.50	3,599.50	17	783.17
5712	Court reporter service	2,000.00	.00	2,000.00	.00		375.45	1,624.55	19	559.05
5716 Legal services										
5716	Legal services	222,950.00	(13,720.00)	209,230.00	4,912.25		82,707.00	126,523.00	40	192,757.66
5716.200	Legal services County sales tax	.00	250,000.00	250,000.00	.00		147,368.91	102,631.09	59	.00
5716.900	Legal services Contra	(190,000.00)	13,720.00	(176,280.00)	(4,912.25)		(82,707.00)	(93,573.00)	47	(185,101.76)



Corp Counsel - 10-31-2018 - Unaudited Budget Performance Report

Fiscal Year to Date 10/31/18
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 016 - Corporation Counsel										
Division 001 - General										
6110	Outlay									
6110.100	Outlay Other (\$5,000+)									
9003	Transfer out									
	5716 - Legal services Totals	\$32,950.00	\$250,000.00	\$282,950.00	\$0.00	\$0.00	\$147,368.91	\$135,581.09	52%	\$7,655.90
	6110 - Outlay Totals	33,629.00	.00	33,629.00	.00	.00	.00	33,629.00	0	.00
	Division 001 - General Totals	\$33,629.00	\$0.00	\$33,629.00	\$0.00	\$0.00	\$0.00	\$33,629.00	0%	\$0.00
	Department 016 - Corporation Counsel Totals	\$605,790.00	\$260,652.00	\$866,442.00	\$31,628.20	\$0.00	\$556,678.60	\$309,763.40	64%	\$647,421.29
	EXPENSE TOTALS	\$605,790.00	\$260,652.00	\$866,442.00	\$31,628.20	\$0.00	\$556,678.60	\$309,763.40	64%	\$647,421.29
	Fund 100 - General Fund Totals	\$605,790.00	\$260,652.00	\$866,442.00	\$31,628.20	\$0.00	\$556,678.60	\$309,763.40	64%	\$647,421.29
	Fund 100 - General Fund Totals	605,790.00	260,652.00	866,442.00	50,190.83	.00	763,754.31	102,687.69	88%	710,042.80
	EXPENSE TOTALS	605,790.00	260,652.00	866,442.00	31,628.20	.00	556,678.60	309,763.40	64%	647,421.29
	Grand Totals	\$0.00	\$0.00	\$0.00	\$18,562.63	\$0.00	\$207,075.71	(\$207,075.71)		\$62,621.51
	Grand Totals	605,790.00	260,652.00	866,442.00	50,190.83	.00	763,754.31	102,687.69	88%	710,042.80
	EXPENSE TOTALS	605,790.00	260,652.00	866,442.00	31,628.20	.00	556,678.60	309,763.40	64%	647,421.29
	Grand Totals	\$0.00	\$0.00	\$0.00	\$18,562.63	\$0.00	\$207,075.71	(\$207,075.71)		\$62,621.51

**Brown County
Administration**

Budget Status Report

For period ended 10/31/2018

Unaudited

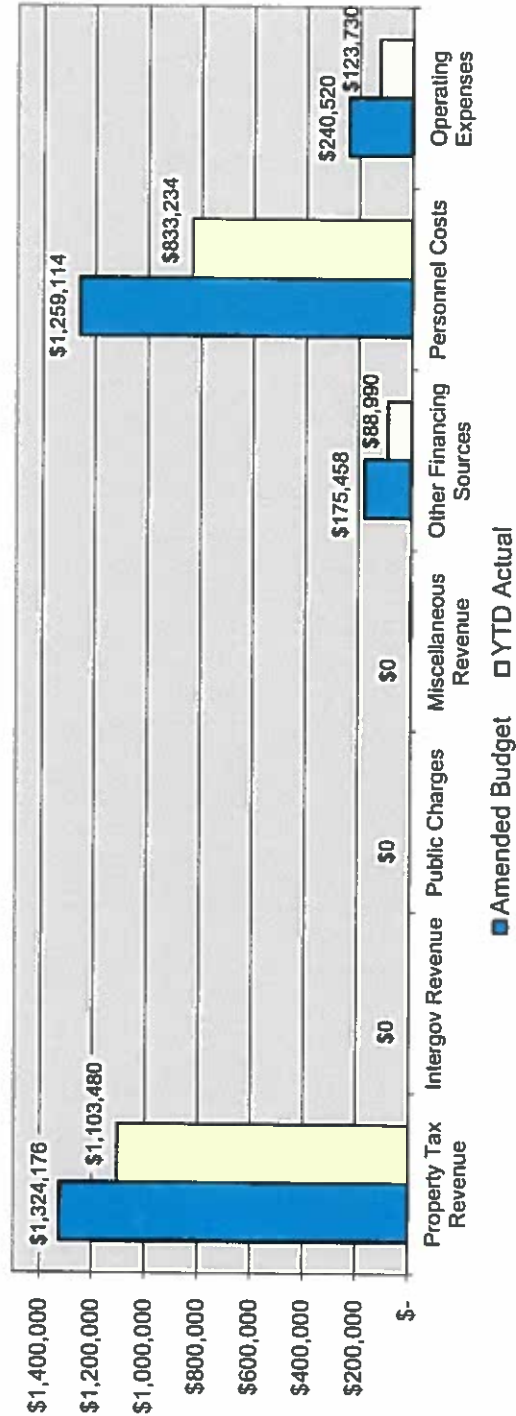
	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,324,176	\$ 1,103,480	83%
Intergov Revenue	\$ -	\$ -	0%
Public Charges	\$ -	\$ -	0%
Miscellaneous Revenue	\$ -	\$ 16	0%
Other Financing Sources	\$ 175,458	\$ 88,990	51%
Personnel Costs	\$ 1,259,114	\$ 833,234	66%
Operating Expenses	\$ 240,520	\$ 123,730	51%

HIGHLIGHTS:

Revenues: Other Financing Sources includes carryover from 2017. Miscellaneous Revenue includes 1/2 day jury duty reimbursement from an employee.

Expenses: Personnel costs are trending lower due to vacancies of two positions, a 4 week vacancy of one position, and a 10 week vacancy of another position; travel and training are trending lower than budgeted, as are professional services.

**Administration - October 31, 2018
Unaudited**





Budget by Account Classification Report

Through 10/31/18

UNAUDITED

Prior Fiscal Year Activity Included-Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 100 - General Fund									
REVENUE									
Property taxes	1,324,176.00	.00	1,324,176.00	110,348.00	.00	1,103,480.00	220,696.00	83	1,014,681.70
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++	38,737.32
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	16.00	(16.00)	+++	207.86
Other Financing Sources	86,468.00	88,990.00	175,458.00	.00	.00	88,990.00	86,468.00	51	166,483.00
REVENUE TOTALS	\$1,410,644.00	\$88,990.00	\$1,499,634.00	\$110,348.00	\$0.00	\$1,192,486.00	\$307,148.00	80%	\$1,220,109.88
EXPENSE									
Personnel Costs	1,244,124.00	14,990.00	1,259,114.00	84,101.54	.00	833,233.55	425,880.45	66	800,184.78
Operating Expenses	166,520.00	74,000.00	240,520.00	39,763.80	.00	123,730.43	116,789.57	51	82,864.90
EXPENSE TOTALS	\$1,410,644.00	\$88,990.00	\$1,499,634.00	\$123,865.34	\$0.00	\$956,963.98	\$542,670.02	64%	\$883,049.68
Fund 100 - General Fund Totals									
REVENUE TOTALS	1,410,644.00	88,990.00	1,499,634.00	110,348.00	.00	1,192,486.00	307,148.00	80%	1,220,109.88
EXPENSE TOTALS	1,410,644.00	88,990.00	1,499,634.00	123,865.34	.00	956,963.98	542,670.02	64%	883,049.68
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	(\$13,517.34)	\$0.00	\$235,522.02	(\$235,522.02)		\$337,060.20
Grand Totals									
REVENUE TOTALS	1,410,644.00	88,990.00	1,499,634.00	110,348.00	.00	1,192,486.00	307,148.00	80%	1,220,109.88
EXPENSE TOTALS	1,410,644.00	88,990.00	1,499,634.00	123,865.34	.00	956,963.98	542,670.02	64%	883,049.68
Grand Totals	\$0.00	\$0.00	\$0.00	(\$13,517.34)	\$0.00	\$235,522.02	(\$235,522.02)		\$337,060.20

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Brown County
Budget Status Report -- Levy Funded Departments
As of October 31, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)	Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments (Updated at least quarterly) (Last updated for October 31, 2018)
006 Board Office	560,909	0	0	23,142	23,142	All of the annual audit expense (\$80,000), had been paid as of October 31, 2018, resulting in operating expenses being over budget as of 10/31, but personnel costs were significantly lower than budget, offsetting this difference for a small surplus. Based on results through 9/30, expect a surplus of ~\$25k for the year.
010 Circuit Courts	2,006,639	0	0	199,870	199,870	State aid for the second half of the year was received in August, resulting in revenues significantly ahead of budget and a large surplus that will mostly correct itself, although expenses were slightly below budget as of 10/31. Notably, a budget adjustment for \$64,283 related to capital outlays had \$25,283 recognized as revenue with no corresponding expense.
012 Clerk of Courts	757,191	0	0	157,257	157,257	Primary variance is because operating expenses are 71% (compared to 83% of the year at 10/31). Notably, Guardian ad litem invoices are recorded a month behind, which would largely explain the Juvenile and Probate, but does not fully explain the difference for Guardian ad litem Family & Paternity that was under budget by \$77,000 taking into account the month delay on invoices. Ad litem is at judge discretion and can vary depending on the cases that are seen each month. Further, state aid was received for the second half of the year, which includes \$39,000 to fund the rest of the year. Lastly, personnel expenses were \$91,000 below budget for this point in the year.
013 Public Safety	6,735,634	0	0	140,487	140,487	Variance became favorable for the first time this year, with personnel expenses have a favorable variance that overcame repairs and maintenance expense for equipment (\$928k) and the Software maintenance agreement (\$208k) that had been fully expended in the first half of the year. Expect a significant surplus by the end of the year.
014 Medical Examiner	547,691	0	0	166,936	166,936	Operating expenses were significantly under budget, primarily because of transportation and lab services that were \$14k and \$38k under budget at 10/31. Also, the professional services contract with Dane County was \$59,000 under budget. Further, revenue was about \$21k higher than expected because of transfers in at the beginning of the year and public charges that were slightly above expectations.
016 Corporation Counsel	602,290	0	0	207,076	207,076	Personnel costs were about \$59k below budget, revenues were about \$42k high because the intrafund transfers were recorded at the beginning of the year, and none of the \$33,629 budgeted for capital outlay had been expended as of 10/31/18. The remainder of the difference was because of contracted legal services that are under budget as of 10/31, but vary throughout the year.
019 County Clerk	282,654	0	0	78,685	78,685	Primarily due to intergovt charges, which were \$15k greater than expected, and public charges for passports, which were \$29k higher than expected. There was also a favorable variance for personnel expenses that may be reduced by the costs of administering the November elections.
024 District Attorney	1,406,332	0	0	41,413	41,413	Personnel costs were \$32k below expectations. Further, contracted and professional services, which vary throughout the year, were under budget by \$20k and \$8k, respectively, which were offset by public charges and intergovernment revenues below expectations by \$10k and \$15k, respectively.
029 Executive	351,524	0	0	19,927	19,927	Only significant variance from budget was personnel costs that were \$19k under budget.
032 Administration	1,324,176	0	0	235,522	235,522	Personnel was about \$216k under budget because of vacancies, including Finance Director, and temporary help that had not been used budgeted at \$45k. These were partially offset by transfers in that had not been fully processed and were \$57k under budget.

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Brown County
Budget Status Report -- Levy Funded Departments
As of October 31, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)	Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs Budget Variance Favorable (Unfavorable)	Comments (Updated at least quarterly) (last updated for October 31, 2018)
048 Land Conservation	457,179	0	0	113,724	113,724	Expenses are below budget expectations because most land owners payments have not been paid as of 10/31/18, which are about \$129k below expectation. This difference is offset by grant revenue that will be collected related to these payments.
054 Facility Management	2,457,686	0	0	68,003	68,003	Favorable variance increased because a transfer out was recorded to fund 410 for the Health Department move in October. The favorable variance was due to personnel and temporary help favorable variances of \$74k. It's not clear how other favorable variances (e.g., gas, supplies) will trend at the end of the year.
058 Museum	966,999	0	0	(6,876)	(6,876)	Unfavorable variance was decreased slightly and was primarily driven by the lower than expected charges and fees, which were about \$8k below expectations.
060 Health	2,164,909	0	0	238,523	238,523	On the revenue side, it appears that State grant funding will be under budget by about \$100k, but Federal grants and public charges will both exceed expectations, resulting in total revenues almost the full amount budgeted. Personnel costs were about \$184k below budget expectations, contracted services and travel and training were \$50k and \$32k under budget, respectively, which were offset by supplies expense, which were \$44k over budget (notably, the supplies expense budget was cut \$65,707 in the 2018 budget).
062 Park	903,896	0	0	131,103	131,103	Revenue was lower than expected because Misc Revenue was \$89k below expectations because no revenue had been recorded for a grant from the Stadium district for \$61,075 or \$50,000 from a donor to build a lookout at Fonferek Glen, although the \$50k was received in November. These revenues below expectation were offset by public charges that have exceeded the annual budget by \$40k and personnel expenses that were below expectations by \$68k.
064 Human Resources	1,352,599	0	0	231,715	231,715	Surplus due to personnel expenses about \$165k lower than expected for the first nine months of the year and legal services chargebacks about \$37k lower than expected.
066 PALS	780,430	0	0	163,702	163,702	Both revenue and expenses are below budget expectations because grant expenditures and related revenue are less than expected for the first 10 months of the year, although public charges had already exceeded the annual budget. Between public charges and personnel costs coming in significantly lower than expected, PALS has a significant surplus that will continue through the end of the year. Per Cole in PALS, the transportation planner position was vacant for the first half of the year, which led to lower than expected personnel costs and grant revenue as this position is grant funded.
072 Register of Deeds	(786,312)	0	0	127,223	127,223	Surplus was caused by revenues that exceeded expectations, specifically Real estate transfer taxes, which were \$191k ahead of expectations, partially offset by contracted services that were nearly fully expended for the year. Expect to have a significant surplus at year end.
074 Sheriff	30,142,288	0	0	57,332	57,332	Revenue and expense are both at 83% of the annual budget, as expected. Notably, the probation/parole revenue amount from the State has not been received and is estimated at \$133k - significantly lower than budgeted, but this will improve the surplus. Also, the sheriff changed its billing policy for school liaisons. In prior years the full year was billed at the end of the school year, but they will be billed at the end of each September, which will result in school liaison revenues significantly over budget. Despite these upcoming changes in these revenues, expense overages primarily in contracted services, will likely result in a deficit at year end.

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Brown County
Budget Status Report -- Levy Funded Departments
As of October 31, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)	Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments (Updated at least quarterly) (Last updated for October 31, 2018)
080 Treasurer	(1,154,418)	0	0	757,223	757,223	Interest from investments were \$37k above expectations and was recorded at \$129k in October with a monthly expected revenue of only \$65k, expect to end the year with a surplus of approximately \$900k.
083 UW Extension	473,697	0	0	63,845	63,845	Personnel costs were about \$44k below expectation and professional services were \$50k below expectation. Public charges and donations were almost \$18k under budget. These favorable expense differences were offset by donations that were about \$18k below expectations. Other differences were smaller and mostly offset each other.
084 Veterans Service	353,029	0	0	38,290	38,290	Personnel costs were about \$27k lower than expected for the first 10 months of the year. Support services were also \$7,500 under budget expectations. All other accounts were as expected or with minor, offsetting differences.
Subtotal - General funds w/o General Government adjustments	52,687,022	0	0	3,254,122	3,254,122	
090 General Government	(7,799,456)	(1,420,751)	(1,183,959)	(2,283,062)	(1,099,103)	Revenues - State shared revenue payments are not due until July and November. \$1.8M was recognized in July, which greatly reduced the deficit in this fund, and \$2.8M was received on 11/19/18, which was about \$45k over budget for the year. All carryover funds for 2018 have been transferred to departments already. Expenses - No expenses were recorded for comp plan adjustment (\$1.1M), casual pay (\$175k), retirement and sick leave (\$29k), or fringe benefits related to retirement (\$300k). All operating expenses have been recorded save the contingency account (\$134k) and intrafund transfer out (acct 9005 - \$339k).
General Fund totals	44,887,566	(1,420,751)	(1,183,959)	971,060	2,155,019	
201 Community Services	16,172,778	0	0	(1,368,924)	(1,368,924)	Expenses have increased for Health and Human services programs, primarily related to purchased services, which are at least \$1 million over budget. Additionally, the revenue that is recoverable with Federal and State funding has decreased. Expenses related to cost centers 148 and 173 related to the Birth to 3 and CCS programs, which receive grant reimbursements through the State, decreased by about \$458k and \$1.4M from 2016 to 2018, while cost centers 141, 144, and 161 saw increases of \$108k, \$1.1M, and \$278k, almost none of which was reimbursable through any State funding. As a result, revenues (including grant revenues) were \$685k below expectation as of 10/31/18.
630 Community Treatment Center	3,199,210	(649,407)	(541,173)	220,729	761,902	Expenses were slightly higher than revenues in September and October, reducing the surplus from a large once-off payment received in August, but there is a distinct possibility that CTC will end 2018 with a surplus.
Health and Human Services subtotal	19,371,988	(649,407)	(541,173)	(1,148,195)	(607,022)	
105 Library	6,822,437	(54,948)	(45,790)	491,065	536,855	Revenues were about \$78k over budget and expenses were about \$458k under budget expectations. Revenues were higher than expected because of transfers in and intergovt charges were fully recorded at the beginning of the year and expenses were lower primarily because personnel costs were \$356k under budget expectations due to vacancies.
210 Child Support	375,800	0	0	143,268	143,268	Operating expenses and intergovernmental revenues were under budget expectations because the additional \$150,000 received from the state in April and allocated to contracted services in May had hardly been spent as of 10/31. Additionally, personnel expenses were about \$110k under budget expectations.

Brown County
Budget Status Report -- Levy Funded Departments
As of October 31, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)	Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs Budget Variance Favorable (Unfavorable)	Comments (Updated at least quarterly) (Last updated for October 31, 2018)
230 Syble Hopp School	2,949,682	(99,150)	(82,625)	366,978	449,603	All property tax allocation (\$2.9M) and most of the Fed/State grants (\$2.7M of \$3.4M) were recognized in the first 7 months of the year because Syble Hopp has a different fiscal year (6/30 year end). As expected, with the start of school expenses exceeded revenues by about \$500k in both September and October. Expect tuition revenues and additional state grant and aid revenue to balance expenses through the remainder of 2018.
240 County Roads and Bridges	141,000	0	0	237,568	237,568	As most of the road construction happens in the summer, 95% of the expenses had been recorded, along with 101% of the intergov revenues, resulting in a surplus. There will be another \$23,500 in property tax levy recognized before the end of the year and its unclear if there will be significant winter repairs to be made.
300 Debt Services	14,086,908	(478,617)	(398,848)	12,624,966	13,023,814	Property tax revenue is not recognized evenly throughout the year. Semi-annual interest payments occurred in May. Principal payments due in November.
412 Veteran's Memorial Comp Cap Fund	49,565	(4,625,238)	(3,854,365)	160,916	4,015,281	Favorable variance while construction is pending.
440 Highway Projects	1,367,053	(546,377)	(455,314)	(413,039)	42,275	Construction was in full swing through October and no Federal grant money had been received, but the whole property tax allocation was shown as revenue, resulting in a small deficit that was better than expected.
Brown County totals	90,051,999	(8,523,895)	(7,103,247)	12,286,392	19,385,639	
900 Aging Resource Center	624,736	0	0	33,201	33,201	ADRC ledger updated in New World only in June and December. Surplus shown was for activity through June plus shared expenses allocated to ADRC for July-September. The surplus was largely due to personnel expenses that were about \$70k less than budget for the first half of the year.
Grand Totals	90,676,735	(8,523,895)	(7,103,247)	12,319,593	19,422,840	

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2018 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
18-86	10/10	HHS-CS	Transfer a Social Worker/Case Manager position (196.630.076) from Adult Behavioral Health with primary responsibilities to homeless outreach to Children, Youth and Families with primary responsibilities for Child Protective Services (CPS). This reassignment is to assist with the increase in referrals, assessments and mandated contacts in CPS. The position will become vacant when the current employee retires in August and reassignment will be for remaining portion of 2018. Amount: \$28,378	4	11/7/18	N	
18-99	8/14	Public Works	This budget adjustment is to reallocate Facilities Building Upgrade Capital Project Fund funding from the ADRC Rooftop HVAC project to the Courthouse Concrete Repairs project. Amount: \$48,900	3	8/22	N	
18-101	8/27	AIRPORT	This year, NFL teams are using private charter companies in an effort to fly on larger aircraft, allowing teams to transport all players and coaches on one aircraft instead of using two aircraft. While these larger aircraft can legally operate into GRB under Federal Aviation Regulations, many charter companies have more stringent internal policies requiring additional Aircraft Rescue and Fire Fighting (ARFF) equipment. This request will allow GRB to purchase one piece of ARFF equipment that will meet the more stringent charter company requirements, thereby allowing these flights to operate at GRB. We will use funds from Airport Improvement Projects budgeted in Outlay that will not be expended this year to purchase the ARFF equipment. Amount: \$12,000	3	9/5	N	
18-102	9/5	Sheriff	This 2018 budget request is to increase services contract revenue for an additional officer for the Denmark School District and increase expenses to fill one new deputy position. This new position request is for calendar year 2018 but is anticipated to continue for the next three years and is included in the 2019 budget. Due to the contract formula and with 2018 being a partial year, revenues charged for 2018 will actually be \$43,362 but for purposes of this budget adjustment the increase in intergovernmental revenues is set to equal the increase in expenses. Amount: \$33,037	4	9/25	N	

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE
18-103	9/5	Sheriff	This 2018 budget request is to increase grant revenue and related expenses to participate in a Wisconsin Emergency Management grant. The grant provides funds for training in the use of emergency police services/protestor device training. There is no match required for this grant. Amount: \$2,000	7	9/10	Y	PS 10/17 CB 10/31
18-104	9/5	PSC	This adjustment is for the additional Hazmat Equipment grant revenue awarded and the additional use of Hazmat fund balance related to the Hazmat supplies and equipment. Amount: \$1,891	8	9/10	Y	PS 10/17 CB 10/31
18-105	9/10	CIRCUIT COURTS	Transfer funds from General Government to Circuit Courts Branch 6 for audio upgrade. The old audio equipment is obsolete and unable to be repaired. Teleconferencing is currently unavailable in the courtroom. Funding for this upgrade will come from the county's contingency fund which has funds available to cover this purchase. Amount: \$25,283	6	9/18	Y	PS 10/17 AD 10/10 CB 10/31
18-106	9/17	PUBLIC WORKS	Increase in revenue with an offsetting increase in expense due to the settlement with SGH for the Courthouse Dome. The increase in revenue is to cover the increase in expense to clean the Courthouse Dome and apply another coating application. Amount: \$70,000	7	9/18	Y	PDT 9/24 CB 10/17
18-107	9/20	SHERIFF	When the 2018 budget was created, wage data for the Sheriff Supervisory sworn officers was based on prior contract wage amounts as the contract was not settled. The 2018 budget for General Revenues included wage increases of \$105,687 for the 2018 settlement. This budget adjustment transfers that total to the Sheriff's Office as the contract was settled in mid-2018. See attachment for specific account detail. Amount: \$105,682	4	9/25	N	

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE
18-108	9/20	PALS	This budget adjustment is to appropriate additional NE Wisconsin Regional Revolving Loan Funds (RLF) for new loans being issued. NE Wisconsin Regional Community Development Block Grant (CDBG) program periodically receives paid off loans into the Regional RLF Program due to loans being paid off by homeowner's. As the CDBG Program grows into the future with new funding, this creates a continued increased possibility of paid off loans into the Regional RLF Program. We estimate what may be paid off into the Regional RLF Program yearly based on past payoff history. With these continued paid off loans, the program needs to commit loan repayment proceeds as quickly as possible. This adjustment will allow for the issuance of Regional RLF additional program loans. Amount: \$135,000	8	9/25	Y	PDT 10/9 CB 10/17
18-109	9/25	UW-EXT	The UW-Extension will receive additional funding from the NEW Master Gardeners to fund 50 additional hours for the LTE Master Garden Volunteer Coordinator position. Refer to resolution 10i dated 9/19/18 Amount: \$1,192	4	10/8/18	N	
18-110	10/4	HHS-CS	We have experienced a significant increase in the number of individuals seeking and needing residential treatment. This increase is partially due to the accessibility of detoxification service used by clients and later linkage of clients with residential AODA treatment, but many referrals coming in via Jackie Nitschke Center from clients that do not qualify for their scholarships. Under Utilized Detox funds are requested to be transferred to Residential Treatment where there is need for those funds. Amount \$55,500	1	11/12	N	
18-111	10/4	HHS-CS	ACA profiles are not being used by the State in 2018. These funds have been added to the regular Income Maintenance profiles. This adjustment reflects the change in procedure for 2018 and corrects the GL accounts used for tracking these funds. Amount: \$126,750	1	N/A	N	

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
18-112	10/5	HHS-CTC	Additional amounts for salary expense and related fringe benefits are necessary to recruit highly qualified candidates for the CTC Administrator position which includes responsibility for Nursing Home, Hospital and CBRF operations and development. Funds for these adjustments to Personnel Cost are available from the 2018 budgeted amount for software maintenance included in Other Operating Expense due to further analysis of development needs in this area. Amount \$18,000	5a	10/5/18	Y	AD 10/10
18-113	10/8	HHS-CS	To add the 2017 DHS carryover for the Dementia Crisis Innovation grant to 2018. Amount: \$19,496	7	10/8/18	Y	HS 10/16 CB 10/31
18-114	10/19	Sheriff	The Sheriff's Office requests use of contingency funds in 2018 for three outlay uses. First, two weapons/contraband detectors for the Jail for \$26,000. Second, installation of two recreational enclosures at the Jail for \$13,000 and third, the purchase of one late-model used vehicle for \$15,500 for the Sheriff's fleet, tentatively designated for Jail use. Contingency Fund Balance = \$108,217 Amount: \$56,500	6	10/19/18	Y	AD 10/31 CB 10/31
18-115	10/19	UW-Extension	This budget adjustment request is for UW Extension's Afterschool programming additional instructor fees to be funded by reimbursement from the Green Bay Area Public School District. Amount: \$2,241	7	10/26	Y	PDT 11/26 CB 12/19/18
18-116	10/19	UW-Extension	UW Extension received a grant from Cornerstone Foundation of Northeast Wisconsin in the amount of \$2,000 to replace garden boxes that are in bad repair at its Olde North Community Garden. Amount: \$2,000	7	10/26	Y	PDT 11/26 CB 12/19/18
18-117	10/19	UW-Extension	UW Extension received a grant from Cellcom Green Gift in the amount of \$1,200 to replace garden boxes that are in bad repair at its Olde North Community Garden. Amount: \$1,200	7	10/26	Y	PDT 11/26 CB 12/19/18

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE
18-118	10/26	PALS	The Planning and Land Services Department requests use of contingency funds in 2018 for outlay of \$21,886.50 (vehicle \$21,592, delivery \$100 and title \$184.50) to replace a non-operable 2001 Chevy Blazer with a 2019 Ford Escape. The 2001 Chevy Blazer to be replaced has a blue book value of less than \$1,000 and has needed repairs estimated at \$2,000 to get it operable. Due to age and condition of the Blazer it is anticipated that significant future repairs will be needed. The vehicle is needed for field work, administration of various planning programs as well as for travel to in-state meetings and conferences. Contingency Fund Balance = \$108,217 Amount: \$21,887	6	10/26	Y	AD 10/31 CB 10/31
18-119	10/30	Sheriff	The Sheriff's Office Patrol Division wishes to purchase a traffic speed radar display sign and related supplies utilizing a \$1,000 state grant, a recent corporate donation of \$2,500 and funds remaining in federal asset seizures of \$1,475. Amount: \$4,975	7	11/12	Y	PS 12/5/18 CB 12/19/18
18-120	10/31	HHS-CS	Brown County HHS was awarded additional funds to pay benefits to relatives who have a child placed with them. This adjustment reflects the increase in revenue and expenses. There are court ordered placements that were over our original funding. The additional funding will also allow some families to be removed from the waitlist for these benefits. Levy Impact: \$0 Amount: \$58,471	7	11/7/18	Y	HS 11/28 CB 12/19/18
18-121	10/31	HHS-CS	Brown County HHS was awarded funding for Trauma Informed Parenting. This adjustment records both the revenue and expense for this initiative at the contracted amount. Levy Impact: \$0 Amount: \$15,000	7	11/7/18	Y	HS 11/28 CB 12/19/18
18-122	10/31	HHS-CS	The state performed review of our Child Family Services records and reimbursed us for our out of pocket expenses. This adjustment records purchased venue and supplies as well as reimbursement for those expenses from the state. Levy Impact: \$0 Amount: \$10,773	7	11/7/18	Y	HS 11/28 CB 12/19/18
18-123	10/31	LIBRARY	Reverse budget adjustment 18-10 which was a transfer from the general fund to the Library for a \$300,000 loan to pursue a lease and the necessary remodeling for a Pulaski Branch Library site that did not come to fruition due to revisions in project terms. Amount: \$300,000	2	11/12/18	N	

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL/ REQ'D?	BOARD ACTION/DATE
18-124	11/1	Sheriff	This 2018 budget request is to increase grant revenue and related expenses to participate in a Wisconsin Emergency Management grant. The grant provides funds for training in the use of night vision equipment for SWAT operations. There is no match required for this grant. Amount: \$8,000	7	11/7/18	Y	PS 12/5 CB 12/19/18
18-125	11/6	Parks	This Budget Adjustment is in relation to revenues exceeding expectations within our camping account and savings realized in the regular earnings account due to difficulty hiring seasonal staff. These savings and revenues will be utilized within the Outlay account to cover additional expenses for the storage building at Barkhausen (\$40,000) and within the Parks Outlay account to purchase a replacement security squad car (\$12,000). The Barkhausen building bids were over budget in 2018 and this budget adjustment will provide necessary funding to complete the building in 2019 and the replacement squad is necessary as the existing is over 18 years old and has 200,000+ miles. Amount: \$52,000	7	11/12	Y	ED 11/29 CB 12/19
18-126	11/12	Clerk	Request for additional DS-200 election tabulators for distribution to municipalities for additional polling locations; and, for distribution to polling locations for replacement of malfunctioning units. Contingency Fund Balance: \$29,830 Amount: \$29,830	6	11/13/18	Y	AD 12/5 CB 12/19
18-127	11/12	Clerk	Request for additional DS-200 election tabulators for distribution to municipalities for additional polling locations; and, for distribution to polling locations for replacement of malfunctioning units. Amount: \$70	5a	11/13/18	Y	AD 12/5
18-128	11/14	HR	To fund the implementation of eSuite software from New World which will enable employees to access electronic paystubs, W-2s, and update payroll information. This is a one-time license expense and future software maintenance costs will be comparable to savings from printing pay stubs and W-2s. Employees will be able to more easily access pay, leave, tax, and benefit information, while HR and Payroll staff will no longer need to manually print pay stub copies or update employee information for address changes, new dependents, changes in direct deposit, W4 changes, or address changes. Amount: \$13,720	1		N	

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE
18-129	11/14	ADMIN	To fund the implementation of eSuite software from New World which will enable employees to access electronic paystubs, W-2s, and update payroll information. This is a one-time license expense and future software maintenance costs will be comparable to savings from printing pay stubs and W-2s. Employees will be able to more easily access pay, leave, tax, and benefit information, while HR and Payroll staff will no longer need to manually print pay stub copies or update employee information for address changes, new dependents, changes in direct deposit, W4 changes, or address changes. Amount: \$13,720	1		N	
18-130	11/15	PALS	The Planning and Land Services Department applied for and received a grant award from the Public Service Commission of Wisconsin for 2018 Energy innovation Grant in the amount of \$211,580 to install a 98 kilowatt solar energy system on the Brown County STEM innovation Center building. In addition to energy savings the solar project will provide an educational component with renewable energy performance Kiosks located within the building and on line reporting that is consistent with the Brown County STEM Innovation Center educational theme. The grant will cover 100% of the cost associated with the solar energy system. Amount: \$211,580	7	11/15/18	Y	PDT 11/26 CB 12/19
18-131	11/15	PALS	The Planning and Land Services Dept. Zoning Division request use of excess revenue from Sanitary & Shoreland permits to replace a 2003 GMC Sonoma with 105,300 miles and maintenance required for mechanical and body work to repair rust damage. Repairs will exceed value of vehicle. Would replace with 2019 GMC Canyon Pickup Extended Cab. Received replacement cost from Purchasing of \$25,000. We have excess revenue to cover cost. Amount: \$25,000	7	11/15/18	Y	PDT 11/26 CB 12/19

DEPARTMENT OF ADMINISTRATION

Brown County



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CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.ca.brown.wi.us

DIRECTOR

November 27, 2018

Committee Date:
December 5, 2018

TO: Administration Committee
FROM: Chad Weininger
Director of Administration
SUBJECT: November Director's Report

I. Risk & Purchasing Department

Claims for September-November: Four (4) claims were filed since the September update. One (1) for a camper damaged at the fairgrounds while a Parks employee was moving it; two (2) for a Sheriff's department K-9 biting volunteers picking up trash along the road; and one (1) for a dump truck that was damaged when a county employee was assisting with getting the truck get out of the mud at the county farm property.

Incidents for September-November: Eighteen (18) incidents were recorded. Three (3) slip and fall incidents occurred at the ADRC, the most serious resulting in a broken arm of a patron; one (1) slip and fall by an employee at the Sophie Beaumont Building; one (1) slip and fall in the Kress Library parking lot by a volunteer; one (1) slip and fall by a customer at the Airport ticket counter; one (1) trip and fall by a patron over a magazine rack at the east Library. Two (2) clients had seizures, one (1) at the ADRC and one (1) at the Central Library; one (1) bicyclist fell off his bike and broke his ankle while riding on parks trails; one (1) report of a staff member's vehicle being vandalized at the Museum; one (1) customer became stuck on the zip line at the Adventure Park; one (1) employee cut his knee while trimming branches; one (1) employee burned their finger on a toaster oven at the ADRC; one (1) collision resulted in damage to two undercover vehicles owned by the Sheriff's Department as part of an arrest; one (1) CPS vehicle was damaged in a collision when an employee failed to yield the right of way; one (1) Golf Course employee was hit in the head with a golf ball while mowing near a green; and one (1) incidence of lighting strike at the Airport resulting in damage to a taxiway.

Lawsuits: Seven (7) lawsuits were filed since the last update. One (1) against the Jail for allegations of religious rights infringement; one (1) small claims suit against the Sheriff's Department for allegations of destruction of property; one (1) against the Jail for allegations of failure to protect an inmate from another inmate; one (1) against the Jail for allegations of failure to provide proper medical care; one (1) against Resource Recovery for breach of contract related to not purchasing a property adjacent to the southern landfill site; one (1) Equal Rights Division (ERD) complaint against the Library alleging wrongful termination; and one (1) against the Sheriff's Department alleging wrongful arrest.

Purchasing: Purchasing published/completed (8) RFBs, (3) RFPs, (7) RFQs & (7) OTPs.

Grievances: None.

II. Finance Department

2019 Budget: Updates made in NewWorld to reflect oversight/County Board Committee changes. Finalized Adopted book scheduled to be complete and posted online no later than January 16, 2019.

2018 Audit (CAFR): Schenck will be performing interim fieldwork for the 2018 audit the week of December 3rd.

2018 Budget: Refer to over/under year to date report.

III. Tax Increment Finance District

IV. New World ERP (Logos)/Kronos Projects Update

The go-live date for the eWiSACWIS and New World ERP (Logos) System interfaces is Friday, November 16. The data transfer to and from the state is also being transitioned from VPN to secure FTP.

Tyler Technologies, the software vendor for our Financial System, is expecting to have the year-end release available in mid-December. Once available, this upgrade will be installed in the test environment then installed into our production environment. This upgrade is necessary for processing W-2's and 1099's.

V. Other

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive

Contingency Fund Usage

Starting Balance	\$300,000
Usage to date	<u>-\$300,000</u>
Balance	\$ 0

Usage Details:

- 1) \$39,000–Courts: to add security glass at the front counters for the Court Commissioner's office.
- 2) \$9,500–Sheriff: to fund study of courthouse security best practice and design options.
- 3) \$24,000–Public Safety Communications: to fund staff overtime hours related to the implementation of the new Computer Aided Dispatch system.
- 4) \$43,000–Medical Examiner: to purchase a vehicle for use during responses to scenes.
- 5) \$51,000–Sheriff: WonderWare Jail door control software for the completion of the Jail Video Surveillance System Project.
- 6) \$25,283–Circuit Courts: Audio Upgrade in Branch 6
- 7) \$56,500–Sheriff:
 - a) \$26,000–two weapons/contraband detectors for the Jail.
 - b) \$15,000–installation of two recreational enclosures at the Jail
 - c) \$15,500–purchase of one late-model used vehicle for the Sheriff's fleet, tentatively designated for Jail use.
- 8) \$21,887–PALS: Vehicle replacement
- 9) \$29,830–Clerk: Purchase of additional election tabulators to distribute to municipalities for additional polling locations and to replace any malfunctioning ones.

Room Tax Analysis

Analysis of 2018 vs 2017 - Room Tax Data from Associated Bank's Report

	Deposits Made by Munis - Based on Actual Dates Deposited with Associated Bank		Month to Month		Year to Date	
			Change 18 vs. 17		Change 18 vs. 17	
	2017	2018	Dollar	Percent	Dollar	Percent
January (December Room Tax)	521,603.62	478,587.50	(43,016.12)	-8.25%	(43,016.12)	-8.25%
February (January Room Tax)	311,613.36	279,033.37	(32,579.99)	-10.46%	(75,596.11)	-9.07%
March (February Room Tax)	373,416.62	336,727.03	(36,689.59)	-9.83%	(112,285.70)	-9.31%
April (March Room Tax)	409,275.83	424,232.77	14,956.94	3.65%	(97,328.76)	-6.02%
May (April Room Tax)	372,356.46	431,010.77	58,654.31	15.75%	(38,674.45)	-1.95%
June (May Room Tax)	403,728.27	464,200.96	60,472.69	14.98%	21,798.24	0.91%
July (June Room Tax)	500,877.08	511,572.94	10,695.86	2.14%	32,494.10	1.12%
August (July Room Tax)	629,694.90	683,069.61	53,374.71	8.48%	85,868.81	2.44%
September (August Room Tax)	681,800.97	644,153.08	(37,647.89)	-5.52%	48,220.92	1.15%
October (September Room Tax)	712,737.93	811,342.54	98,604.61	13.83%	146,825.53	2.99%
November (October Room Tax)	654,533.58	-	(654,533.58)	-100.00%	(507,708.05)	-9.11%
December (November Room Tax)	574,491.21	-	(574,491.21)	-100.00%	(1,082,199.26)	-17.61%
	<u>6,146,129.83</u>	<u>5,063,930.57</u>				

SALES TAX PROJECTIONS VS. ACTUAL

2018

Project/Department	January	February	March	April	May	June	July	August	September	October	November	December	Total	2018 Budgeted Expense	Variance
Highway - 440.044	0.00	0.00	7,706.12	48,872.38	994,203.95	1,281,797.55	1,602,269.53	1,665,622.47	282,997.48	727,554.63	150,000.00	626,268.89	7,387,293.00	7,387,293.00	-
Fox River Papermaking - 447	0.00	0.00	0.00	0.00	0.00	0.00	1,584.79	16,999.36	149,191.78	232,945.70	750,000.00	726,672.87	1,877,394.00	1,877,394.00	-
Facilities - 410.054	0.00	0.00	0.00	0.00	10,993.78	0.00	27,475.06	7,610.00	3,826.00	0.00	75,000.00	125,145.16	250,000.00	250,000.00	-
Jail - 432.074	0.00	0.00	0.00	0.00	0.00	0.00	18,207.50	0.00	0.00	6,840.00	23,345.00	24,081.00	72,473.50	1,071,258.00	(998,784.50)
M.E. - 436.014	0.00	0.00	0.00	0.00	0.00	0.00	17,932.50	0.00	0.00	6,452.50	20,648.00	24,059.00	69,092.00	528,120.00	(459,028.00)
Museum - 470.058	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,032.00	31,032.00	500,000.00	(468,968.00)
911/75 - 431.013.433	0.00	0.00	4,100.00	23,100.00	0.00	0.00	0.00	0.00	0.00	347,450.00	154,350.00	0.00	529,000.00	581,000.00	(52,000.00)
Sheriff Video Surveillance - 434.074.470	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,000.00	52,000.00	52,000.00	-
STEM - 460.066.001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,874,425.32	2,200,000.00	4,200,000.00	4,200,000.00	-
Parks - 415.062	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,071.00	0.00	0.00	3,136.00	14,193.00	19,400.00	500,000.00	(480,600.00)
Library - 425.050	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	(1,000,000.00)
Total cash needs	0.00	0.00	11,806.12	71,972.38	1,005,197.73	1,281,797.55	1,667,419.38	1,692,302.83	436,015.26	1,446,817.01	3,050,904.32	3,823,451.92	14,487,684.50	17,895,065.00	(3,407,380.50)
Sales tax proceeds (cash basis) ***	14.32	612,450.30	1,692,530.22	1,401,543.51	2,603,017.77	2,292,503.96	2,074,801.80	2,840,982.47	2,046,463.57	2,333,575.00	2,041,666.67	2,041,666.67	21,971,216.26		
Estimated inflation price increases			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Interest earnings using LGIP		23.53	806.15	3,126.40	5,819.56	8,854.62	11,383.05	12,737.52	15,073.23	18,134.47	8,818.99	7,952.73	92,730.25		
Sept 2017 rates	14.32	612,473.83	1,693,336.37	1,404,669.91	2,608,837.33	2,301,358.58	2,086,184.85	2,853,719.99	2,061,536.80	2,341,709.47	2,050,485.66	2,049,619.40	22,063,946.51		
Total cash available															
Monthly cash surplus (deficit)	14.32	612,473.83	1,681,530.25	1,332,697.53	1,603,639.60	1,019,561.03	418,765.47	1,161,417.16	1,625,521.54	894,892.46	(1,000,418.66)	(1,773,833.52)	7,576,262.01		
Cumulative cash surplus (deficit)	14.32	612,488.15	2,294,018.40	3,626,715.93	5,230,355.53	6,249,916.56	6,668,682.03	7,830,099.19	9,455,620.73	10,350,513.19	9,350,094.53	7,576,262.01			
Sales Tax Revenue Projected			2,041,666.67	2,041,666.67	2,041,666.67	2,041,666.67	2,041,666.67	2,041,666.67	2,041,666.67	2,041,666.67	2,041,666.67	2,041,666.67	20,416,666.70		
Actual Sales Tax Revenue															
Over/Under Projection	14.32	612,450.30	(349,136.45)	(640,123.16)	561,351.10	250,837.29	33,135.13	799,315.80	4,796.90	281,908.33			1,554,549.56		

NOTE: 2018 monthly project expense estimates August-December have been reconciled to the 2018 Estimates prepared by Project Managers for the 2019 Budget prep

HUMAN RESOURCES DEPARTMENT

Brown County

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Bree A. Madison

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Interim HR Manager

November 26, 2018

Committee Date:
December 5, 2018

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: November Director's Report

I. Human Resources

Compensation & Classification: The County contracted with a compensation data analysis company, Payscale, to ascertain how current County wages compare to the market. HR worked closely with Payscale to obtain accurate position-based market wage data.

HR also obtained compensation data from comparable Wisconsin counties, where available, as well as from the State, and blended that data with the Payscale analysis to get a more thorough private sector market analysis.

Throughout October, HR held meetings with each department head to review each department's draft results from the Comp & Class study. In concert with department heads, HR made pay grade adjustments where justified.

The next step will be to allocate approximately \$700,000 in levy set aside for Comp & Class adjustments to positions which are currently being paid below the market minimum, then to positions which are currently being paid below the market midpoint.

Cost of Living Wage Adjustment: The resolution authorizing a 2.25% COLA wage increase passed the full Board at the Budget meeting. Department heads/supervisors have been asked to complete all employee performance evaluations on or before November 30, 2018. All full-time equivalent, non-union employees who complete their evaluation satisfactorily will receive the wage adjustment as of the 1st of the year.

Department Staffing: A fourth HR Generalist (formerly known as "analysts") begins with the department on November 26, 2018. It is expected that filling this position will allow each Generalist to devote more time to their respective departments, as well as focus on individual specialty areas such as recruitment, training, and employee relations.

II. Budget Report



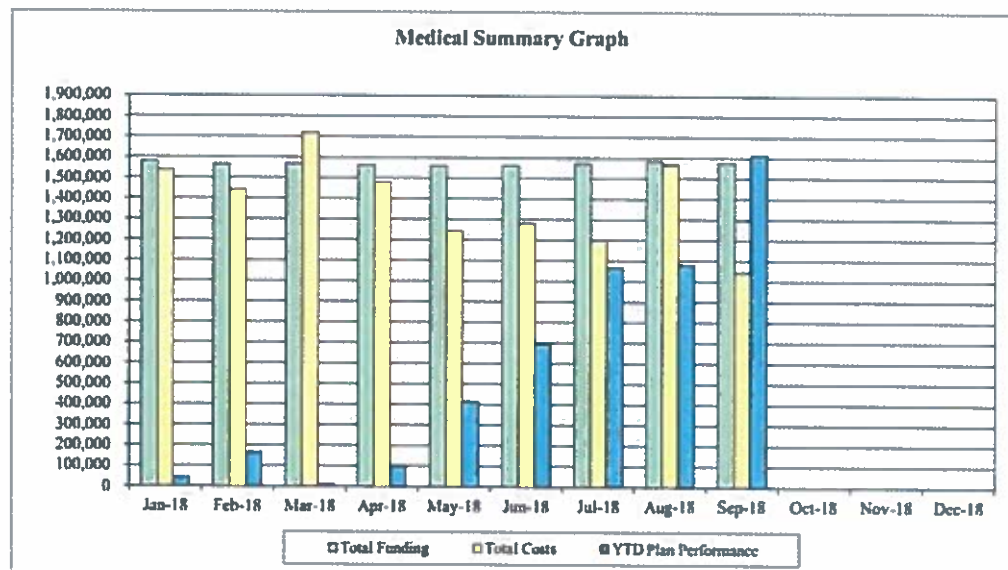
Budget by Organization Report

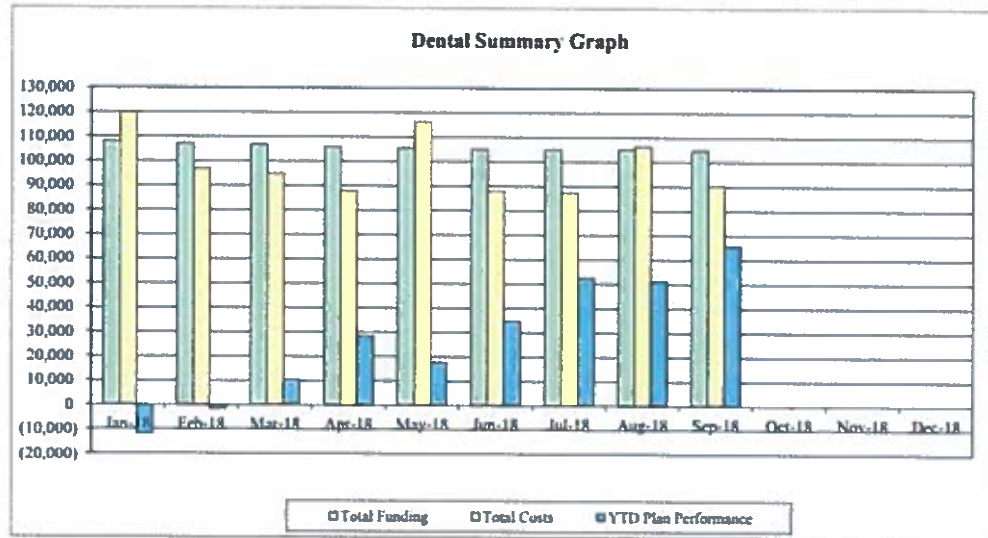
Through 11/19/18
Prior Fiscal Year Activity Included
Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund									
REVENUE									
Department 064 - Human Resources									
Division 001 - General									
Property taxes	1,352,599.00	.00	1,352,599.00	112,716.58	.00	1,239,882.38	112,716.62	92	1,392,806.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	2,000.00	.00	2,000.00	87.00	.00	1,812.00	188.00	91	2,359.45
Other Financing Sources	.00	13,849.00	13,849.00	.00	.00	13,849.00	.00	100	88,997.00
Division 001 - General Totals	<u>\$1,354,599.00</u>	<u>\$13,849.00</u>	<u>\$1,368,448.00</u>	<u>\$112,803.58</u>	<u>\$0.00</u>	<u>\$1,255,541.38</u>	<u>\$112,904.62</u>	<u>92%</u>	<u>\$1,484,162.45</u>
Department 064 - Human Resources Totals	<u>\$1,354,599.00</u>	<u>\$13,849.00</u>	<u>\$1,368,448.00</u>	<u>\$112,803.58</u>	<u>\$0.00</u>	<u>\$1,255,541.38</u>	<u>\$112,904.62</u>	<u>92%</u>	<u>\$1,484,162.45</u>
REVENUE TOTALS	<u>\$1,354,599.00</u>	<u>\$13,849.00</u>	<u>\$1,368,448.00</u>	<u>\$112,803.58</u>	<u>\$0.00</u>	<u>\$1,255,541.38</u>	<u>\$112,904.62</u>	<u>92%</u>	<u>\$1,484,162.45</u>
EXPENSE									
Department 064 - Human Resources									
Division 001 - General									
Personnel Costs	1,069,493.00	3,224.00	1,072,717.00	33,138.46	.00	761,847.80	310,869.20	71	841,728.88
Operating Expenses	285,106.00	10,625.00	295,731.00	1,372.91	465.52	183,688.60	111,576.88	62	496,503.75
Division 001 - General Totals	<u>\$1,354,599.00</u>	<u>\$13,849.00</u>	<u>\$1,368,448.00</u>	<u>\$34,511.37</u>	<u>\$465.52</u>	<u>\$945,536.40</u>	<u>\$422,446.08</u>	<u>69%</u>	<u>\$1,338,232.63</u>
Department 064 - Human Resources Totals	<u>\$1,354,599.00</u>	<u>\$13,849.00</u>	<u>\$1,368,448.00</u>	<u>\$34,511.37</u>	<u>\$465.52</u>	<u>\$945,536.40</u>	<u>\$422,446.08</u>	<u>69%</u>	<u>\$1,338,232.63</u>
EXPENSE TOTALS	<u>\$1,354,599.00</u>	<u>\$13,849.00</u>	<u>\$1,368,448.00</u>	<u>\$34,511.37</u>	<u>\$465.52</u>	<u>\$945,536.40</u>	<u>\$422,446.08</u>	<u>69%</u>	<u>\$1,338,232.63</u>
Fund 100 - General Fund Totals									
REVENUE TOTALS	<u>1,354,599.00</u>	<u>13,849.00</u>	<u>1,368,448.00</u>	<u>112,803.58</u>	<u>.00</u>	<u>1,255,541.38</u>	<u>112,904.62</u>	<u>92%</u>	<u>1,484,162.45</u>
EXPENSE TOTALS	<u>1,354,599.00</u>	<u>13,849.00</u>	<u>1,368,448.00</u>	<u>34,511.37</u>	<u>465.52</u>	<u>945,536.40</u>	<u>422,446.08</u>	<u>69%</u>	<u>1,338,232.63</u>
Fund 100 - General Fund Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$78,292.21</u>	<u>(\$465.52)</u>	<u>\$310,006.98</u>	<u>(\$309,541.46)</u>		<u>\$145,929.82</u>
Grand Totals									
REVENUE TOTALS	<u>1,354,599.00</u>	<u>13,849.00</u>	<u>1,368,448.00</u>	<u>112,803.58</u>	<u>.00</u>	<u>1,255,541.38</u>	<u>112,904.62</u>	<u>92%</u>	<u>1,484,162.45</u>
EXPENSE TOTALS	<u>1,354,599.00</u>	<u>13,849.00</u>	<u>1,368,448.00</u>	<u>34,511.37</u>	<u>465.52</u>	<u>945,536.40</u>	<u>422,446.08</u>	<u>69%</u>	<u>1,338,232.63</u>
Grand Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$78,292.21</u>	<u>(\$465.52)</u>	<u>\$310,006.98</u>	<u>(\$309,541.46)</u>		<u>\$145,929.82</u>

III. Benefits

Health and Dental Trends: Current funding rate through September for Medical/RX claims is at 88.6%; however, we are anticipating higher than normal claims to be realized over the next 3 months due to current acute health conditions. Dental funding rates through September 2018 is 93.1%.





Open Enrollment: With 10 days remaining in the annual open enrollment period as of the date of this writing (11/20/18), 52% of benefit eligible employees have started/completed the open enrollment process. The online enrollment option has been favorably received by most employees.

IV. Recruitment

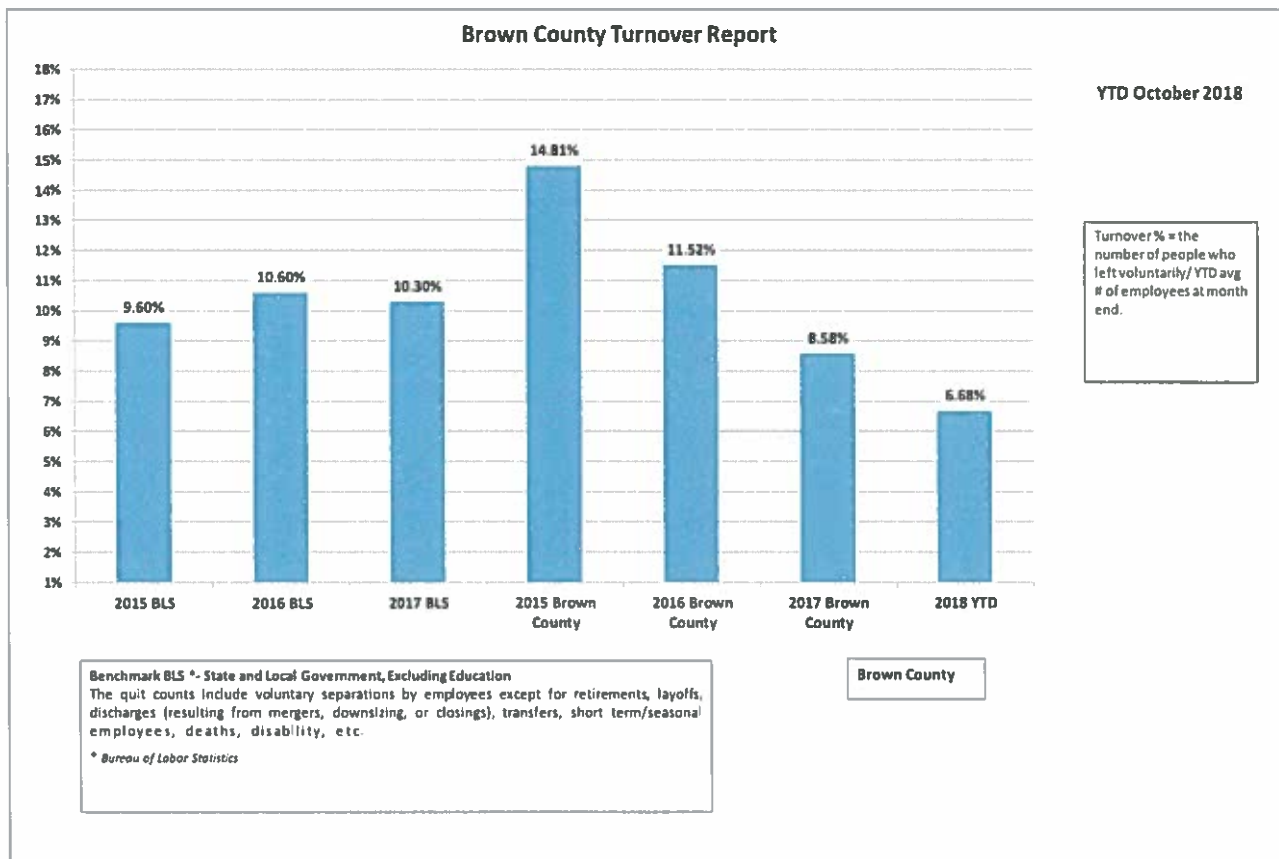
Recruitment Report

As of 11/19/18

Department	Title	# of Vacancies	FT, PT, On Call
Airport	Housekeeper	1	FT
Airport	Maintenance Mechanic	1	FT
Child Support	Child Support Cle	1	FT
HHS-Health	Public Health Nurse	1	FT
HHS-Health	Public Health Sanitarian II	1	FT
Human Services - Community Programs	AODA Counselor	0.8	PT
Human Services - Community Programs	Clinical Social Worker	1	FT
Human Services - Community Programs	Economic Support Specialist	3	FT
Human Services - Community Programs	Social Services Aide III: Family Support Worker	1	FT
Human Services - Community Programs	Social Worker/Case Manager: Child Protective Services	4	FT
Human Services - Community Programs	Social Worker/Case Manager: Children's CCS	1	FT
Human Services - CTC	Advanced Practice Nurse Practitioner: On Call	1	On-Call
Human Services - CTC	Advanced Practice Nurse Prescriber	1	FT
Human Services - CTC	Certified Nursing Assistant (CNA) - Full Time	3	FT
Human Services - CTC	Certified Nursing Assistant (CNA) - On Call	4	On-Call
Human Services - CTC	Certified Nursing Assistant (CNA): Part-Time	3	PT
Human Services - CTC	Cook	1	FT
Human Services - CTC	Food Service Worker	1	FT
Human Services - CTC	Food Service Worker - On Call	1	On-Call
Human Services - CTC	Food Service Worker - Part Time	3	PT
Human Services - CTC	Inpatient Clinical Social Worker	1	On-Call
Human Services - CTC	Lab Services Specialist	1	FT
Human Services - CTC	Lab Services Specialist: On Call	1	On-Call
Human Services - CTC	Licensed Practical Nurse (LPN)	3	FT
Human Services - CTC	Licensed Practical Nurse (LPN) - On Call	1	On-Call
Human Services - CTC	LPN: Part-Time	1	PT
Human Services - CTC	Registered Nurse: On Call	1	On-Call
Human Services - CTC	RN - Part Time	1	PT
Human Services - CTC	Switchboard Operator - On Call	1	On-Call
Library	Administration Associate	1	FT
Medical Examiner	Medicolegal Investigator	2	LTE
Public Safety Communications	Communications Supervisor	1	FT
Public Safety Communications	Office Manager I	1	FT
Sheriff	Clerk/Typist III	1	FT
Sheriff	Correctional Officer	1	FT
Sheriff	Mechanic Intern	1	LTE
Sheriff	Records Specialist	1	FT
Technology Services	Enterprise System Analyst II (Desktop)	1	FT
UW Extension	Secretary II	1	FT
Veterans Services	Veterans Services Office	1	FT

V. Staffing Levels

Turnover:



	TERM	STATUS	POSITION	DEPT
1	9/21/18	FT	Social Worker/Case Manager	Human Services
2	9/4/18	FT	Outreach Coordinator	Library
3	9/1/18	PT .67	Library Service Associate	Library
4	9/5/18	FT	Social Worker/Case Manager	Human Services
5	9/5/18	FT	Correctional Officer	Sheriff
6	9/7/18	FT	Economic Support Specialist	Human Services
7	9/5/18	LTE	Summer Employee	PW/Facilities
8	9/7/18	FT	Social Worker/Case Manager	Human Services
9	9/9/18	FT	Correctional Officer	Sheriff
10	9/14/18	FT	County Board Supervisor	County Board
11	9/4/18	PT .68	Public Health Nurse	Health
12	9/14/18	FT	Economic Support Specialist	Human Services
13	9/28/18	PT .40	Deputy County Clerk	County Clerk
14	9/8/18	PT .40	Certified Nursing Assistant	CTC
15	9/10/18	On-Call	Certified Nursing Assistant	CTC
16	9/12/18	PT .20	Certified Nursing Assistant	CTC
17	9/19/18	LTE	Bailiff	Circuit Courts
18	9/17/18	PT .70	RN	CTC
19	9/13/18	On-Call	Cook	CTC

	TRANS	STATUS	POSITION	DEPT	STATUS	POSITION	DEPT
1	9/1/18	PT	Telecommunicator	PSC	FT	Telecommunicator	PSC
2	9/1/18	FT	Telecommunicator	PSC	PT	Telecommunicator	PSC
3	9/1/18	FT	Interim Hospital & NH Admin	HHS-CTC	FT	DON - Hospital	HHS-CTC
4	9/1/18	FT	Interim NH Admin.	HHS-CTC	FT	DON- Nursing Home	HHS-CTC
5	9/1/18	FT	Interim DON-NH	HHS-CTC	FT	MDS RN	HHS-CTC
7	9/1/18	PT .60	Certified Nursing Assistant	CTC	On-Call	Certified Nursing Assistant	CTC
8	9/21/18	FT	Food Service Worker	CTC	On-Call	Food Service Worker	CTC
9	9/23/18	O/C	Nursing Assistant	CTC	0.2	Certified Nursing Assistant	CTC
10	9/6/18	FT	Certified Nursing Assistant	CTC	O/C	Certified Nursing Assistant	CTC
11	9/7/18	FT	Ward Clerk	CTC	O/C	LPN	CTC
12	9/9/18	PT.80	Certified Nursing Assistant	CTC	FT	Unit Clerk	CTC
13	9/24/18	FT	Economic Support Specialist	Comm Programs	FT	Correctional Officer	Sheriffs Dept.
14	9/11/18	LTE	Tax Collection Help	Treasurer	LTE	Seasonal Worker	Golf Course
15	9/20/18	FT	Interim Senior HR Generalist	HR	FT	Senior HR Generalist	HR
16	9/23/18	PT .53	Library Service Assistant	Library	PT .67	Library Service Associate	Library
17	9/24/18	FT	Clerk II/Data Control	HHS	FT	Clerk II	HHS

Exit Interviews:

COMMENTS:	TALLY:
Retirement	4
Personal Reasons	3
Other Job Offer	4
Not A Good Fit	
None Given	4
End of assignment	1
Other	3

If you have any questions, please feel free to contact me at 920-448-4035.

VI. Other

cc: Troy Streckenbach – County Executive